REPORT RESUMES

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HIGHER EDUCATION FACILITIES INVENTORY MANUAL.
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DESCRIPTORS- *COMPUTER ORIENTED PROGRAMS, *DATA COLLECTION, *FACILITY INVENTORY, *METHODOLOGY, *SPACE UTILIZATION, CLASSROOMS, COLLEGE BUILDINGS, DATA PROCESSING, EDUCATIONAL SPECIFICATIONS, FACILITY UTILIZATION RESEARCH,

THIS MANUAL SETS FORTH PROCEDURES FOR COMPLETING SURVEY FORMS TO COLLECT DATA NECESSARY FOR AN INVENTORY OF SPACE THAT CONFORMS TO THE REQUIREMENTS OF EACH INSTITUTION. THE AREAS DISCUSSED ARE GENERAL SUGGESTIONS ON HOW TO MAKE A SURVEY, BUILDING INVENTORY PROCEDURES, ROOM INVENTORY PROCEDURES, AND UPDATE PROCEDURES. THE APPENDICES DISCUSS ROOM TYPES, ORGANIZATIONAL UNIT, SUBJECT FIELD, ROOM FUNCTION, AND BUILDING AREAS. EXAMPLES OF DATA COLLECTING SHEETS ARE ALSO INCLUDED. (HH)

ED017156

Higher Education Facilities Inventory Manual

State of Washington
Higher Education Facilities Commission
Olympia

NOTE:

Suggestions for change in this manual should be brought to the attention of:

The Executive Secretary
Higher Education Facilities Commission
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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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PREFACE

This manual sets forth the procedures for completing survey forms to collect the data necessary for an inventory of space that conforms to the reasonable internal and external data reporting requirements of each institution. The categories of space described in this manual are intended to be compatible with the needs of the U. S. Office of Education, State Higher Education Facilities Commission, and Central Budget Agency. At the same time, categories are meant to be general enough to allow institutions to develop data to meet specific internal needs without losing the advantages of general conformity.

Sections II and III of this manual are meant to be used as working guides for the survey teams. The multi-dimensional concept behind the room inventory system will make that part of the inventory more difficult to grasp than the building survey part. This should not affect the quality of work of the survey team. The members of the team need not grasp the multi-dimensional concept so long as the team supervisor understands it.

This inventory of higher education facilities has been made possible by the use of comprehensive planning grant funds under Title I of the Higher Education Facilities Act of 1963. The Higher Education Facilities Commission, as sponsoring agency of this inventory program, will provide counsel to each institution in the implementation of the inventory. Requests for such guidance should be forwarded, at least two weeks prior to the desired meeting date, to:

The Executive Secretary
Higher Education Facilities Commission
P. O. Box 527
Olympia, Washington 98501
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July 1967

The development of this manual is the result of a joint effort of a special Task Force appointed by the State Commission. The members of that Task Force, whose names appear below, worked under an unreasonable time pressure to develop this manual. They deserve the thanks of all who will benefit from the inventory system.

TASK FORCE FOR THE DESIGN AND IMPLEMENTATION OF THE INVENTORY

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SECTION 1
INTRODUCTION

HOW TO MAKE THE SURVEY

Who does it?

The space inventory very likely cannot be accomplished by only one person, although all phases of the collection and recording of data must be under the general supervision of one person. It is highly desirable that responsibility for maintaining the inventory be vested in one person in order that updating procedures may be assured.

The responsibility for coordinating the project should be assigned to a person who can be readily and regularly available to make necessary decisions as the work progresses. He also must organize and coordinate the efforts of those who actually take the inventory.

There are several sources of personnel that can be used in making the inventory. A large institution may have an office of institutional research or planning which can do it. Smaller institutions may wish to use personnel from the physical plant department or the business office. In addition, the student body often contains competent and available manpower to do the actual field work.

To make the entire inventory, the following kinds of personnel are needed:

(1) One person, mentioned above, to coordinate and supervise the overall inventory. He must make decisions to insure accuracy and consistency in making the inventory. He must also work with department heads and administrative officers in explaining the purposes of the inventory and securing their approval and cooperation in carrying it out.

(2) Persons with some knowledge of buildings in general. They will visit, measure and record data room by room and may be required to read architectural drawings.

(3) Persons with some knowledge of drafting so that sketches of rooms or floor plans of all buildings can be prepared if the institution desires.

(4) A person with clerical experience who can record the data that has been compiled. This person must also keep the tabulation of the data current, thus assuring a perpetual inventory.

What devices are used?

Aids in making the inventory can be as simple or complex as desired by the institution. A form has been designed on which to collect information in the field.

As previously stated, record drawings or sketches of the buildings are very useful to those who keep the inventory up to date. And lastly, forms for displaying the information collected must be designed. The institution may wish to use the same form on which the data is originally collected. Some provision should be made for collecting additional data on certain types of rooms. For instance, the institution may wish to collect information on type of seating for classrooms, but not for research labs.

Some institutions may wish to use current architects' plans as a substitute for field work. When such plans are up to date, and room use listed, the area can be scaled from the plans, but should be checked in the field for accuracy.

If machine processing is going to be used, it will be helpful to consult someone in that office prior to the collection of data. Then forms can be designed in conjunction with the machine record card format, with resulting efficiency in converting from field notes to punched cards.

How is the data obtained?

Much of the data necessary to complete the space inventory can be obtained from existing files. The coordinator should probably have this data assembled and recorded in his office. He may have to obtain data from several sources such as the business office, physical plant department, etc.

In addition, many institutions have architectural drawings from which information can be obtained, especially if they are kept up to date. However, buildings may have been remodeled or renovated. In this case the building would have to be visited to determine what changes have been made. Corrections to the plans or sketches can be made as a result of the onsite inspection. It is important to have plans or sketches that are current with the space inventory.

In some institutions building plans may not be available. In such cases, the rooms and buildings must be measured and inspected to collect all the data. Measurements can be taken quickly and accurately by three persons working together: Two measuring as the third observes, makes calculations and records the data. As the data is recorded, a free hand sketch of the room can be made on the back of the form used to collect the other data. Room dimensions should be made a part of the data collected.

If the data is to be collected and recorded as stated above, it is important to run a test of a group of rooms or a building to test out the procedures and forms set up before the full program is begun. Local differences may require changes in the suggested procedures. Also, it is important to have meetings of all personnel involved in the inventory so that questions may be answered and interpretations coordinated and reconciled.

After the actual survey has been made and all spaces within a building dimensioned it is possible to make sketches or diagrams to scale of the buildings. These simplified floor plans are useful in conjunction with the inventory, but also for other purposes such as planning the relocation of a department, etc.

BUILDING INVENTORY PROCEDURE

Three quantifiable characteristics for buildings are required for a building inventory. These are gross square feet in the building, actual capital investment, and estimated replacement value. In addition, actual capital investment is further classified according to several source-of-funds categories.

The basis on which the building is available to the institution (owned, rented, shared, etc.), the date of initial occupancy by the institution, and the condition of the facility are necessary items of information.

In addition to the building name it is customary to identify each building by a unique number.

Institutions may find it useful to keep other items of information concerning buildings. Below are listed those inventory items which are considered necessary for state or national reporting as well as optional items of possible value to individual institutions. See Section II: Building Inventory, for a suggested building inventory form.

Summary of Necessary Building Data

Building Number
Gross Square Feet
Net Assignable Square Feet
Actual Capital Investment
Estimated Replacement Value
Ownership
Date of Initial Occupancy
Condition
Source of Funds (Actual Capital Investments for Building Initially Occupied After June 30, 1964)
Fall Out Shelter

Summary of Optional Building Data

Location
Building Name
Type of Construction
Custodial Square Feet
Circulation Square Feet
Mechanical Square Feet
Construction Square Feet
Construction Cost
Furnishings Costs
Other Project Costs
Functional Type of Building
Number of Floors
Basement or Penthouse
Ceiling Height
Elevators
Heating
Cooling
Roof, Type and Condition
Fans
Pumps
Provisions for the Handicapped

NOTE: For purposes of this study, a building is defined to include any structure with a roof and at least two walls, including such unusual structures as carports, house trailers, stalls, stadia, sheds, etc., even if the buildings are movable.

Buildings or structures acquired for demolition and not to be used by the institution need not be reported in the Facilities Survey.

Method of Data Collection and Recording

Unlike much of the information gathered for the room analysis, the data which is entered on the Building Analysis source document can normally be compiled from the records and files located centrally or at various points on the campus. However, in some cases a site visit to a building will be required to provide some of the building record information.

Scale drawings are essential to both the building and room inventory. If they do not exist, they should be generated as pencil tracings (that can be updated) drawn to 1/8" or 1/16" scale - ideally on 11" x 17" sheets showing all rooms, corridors, etc. Prints from these tracings will prove invaluable for planning, remodeling, room utilization, project studies, etc.

(A Minimum Space-Survey Record on 5" x 8" Cards)

BUILDING INVENTORY

Note: Except on very small campuses, this card will not make a suitable permanent record.

NECESSARY DATA

DATE OF INVENTORY ____________

1. Bldg. No. __________ 2. Gross Sq. Ft. __________ 3. Assign. Sq. Ft. __________
4. Actual Capital Investment __________ 5. Est. Replacement Value __________
6. Ownership __________ 7. Date of Initial Occupancy __________
8. Condition __________ 9. Source of Funds __________
10. Fallout Shelter __________.

OPTIONAL DATA

11. Location __________ 12. Bldg. Name __________
13. Type of Construction __________ 14. Total Interior Sq. Ft. __________
15. Custodial Sq. Ft. __________ 16. Circulation Sq. Ft. __________
17. Mechanical Sq. Ft. __________ 18. Construction Sq. Ft. __________
19. Construction Cost __________ 20. Furnishings Cost __________
21. Other Project Costs __________ 22. Functional Type __________
23. No. of Floors __________ 24. Attics, Basements, Penthouses __________
25. Ceiling Height __________ 26. Elevators __________ 27. Heating __________
28. Cooling __________ 29. Roof Type __________ 30. Roof Condition __________
31. Fans __________ 32. Pumps __________ 33. Provisions for the Handicapped __________

NECESSARY BUILDING DATA

(1) Building Number: A unique number should be assigned to each building in the inventory. It is recommended that this number serve no other purpose than the unique identification of a building. (Use of this number for sorting buildings to alphabetic order, for example, is not recommended since necessary revisions to the numbers complicates the historical stability of the record system.) This same building number should be used on the Room Inventory forms.

(2) Gross Square Feet: The basis for determining gross square feet is specified in detail in Appendix V.

(3) Assignable Square Feet: This information will be available from the room inventory for each building. Assignable area means the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant.

(4) Actual Capital Investment: To the nearest thousand dollars, the plant fund investment for the building should be recorded including funds for building additions or capitalized renovations.

(5) Estimated Replacement Value: To the nearest thousand dollars, the estimated replacement value of the building should be recorded. This estimate may be based on the full insurable value of the building. The full insurable value includes the value of connecting utilities, foundations and fixed equipment. If the building is not insured, an estimate should be based upon unit costs for similar current projects.

(6) Ownership: The basis on which the building is available for use by the institution should be indicated according to the following codes:

1. Owned by the institution or is being paid for on an amortization schedule.
2. Not owned, but leased or rented to the institution at a typical local rate.
3. Not owned by the institution, but made available to it at either no cost or at a nominal rate.
4. Title now vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

5. Not owned by the institution, but shared with an institution of less than college level.

6. Shared with another institution of college level.

(7) Date of Initial Occupancy: It is recommended that the month and year of initial occupancy be recorded. If the building was occupied in stages, a separate building card should be prepared for each stage or wing.

(8) Condition: Each building should be rated according to its condition. This judgment should be independent of the movable equipment and/or furniture in the building. Three codes are provided for this rating:

1. The building is in satisfactory condition.

2. The building needs major rehabilitation (modernization without expansion).

3. The building should be razed. (This category includes buildings scheduled to be razed.)

(9) Source of Funds: For all buildings initially occupied after June 30, 1964, identify the source of funds to the nearest thousand dollars. The detailed items so identified when added together should produce a total equal to the actual capital investment.

(See page 8a for Source of Funds by Category.)

(10) Fallout Shelter: Enter the number for the descriptive statement below which best describes the status of this building in the National Shelter Survey as a shelter for protection from fallout of radioactive materials.

1. Building was NOT included in the National Shelter Survey.

2. Building was included in the National Shelter Survey, but was NOT licensed as a fallout shelter.

3. Building was licensed as a fallout shelter by the National Shelter Survey, but has NOT been stocked with supplies.

4. Building was licensed as a fallout shelter by the National Shelter Survey, and is stocked with supplies.

SOURCE OF FUNDS BY CATEGORY
FOR ALL BUILDINGS INITIALLY OCCUPIED AFTER JUNE 30, 1964

			Thousands of Dollars
Governmental Appropriations	01	State government	
	02	Local government	
Federal Government Grants	03	Title I HEFA, P.L. 88-204	
	04	Title II HEFA, P.L. 88-204	
	05	Public Health Service	
	06	National Science Foundation	
	07	Other: Specify	
Direct Tax Levy	08	State government	
	09	Local government	
General Obligation Bonds	10	State government	
	11	State authority	
	12	Local government	
	13	Institutional	
	14	Title III HEFA loans under P. L. 88-204	
Revenue Bonds	15	College Housing Loan Program (HHFA)	
	16	Other than from HHFA	
Other	17	Pledged student building fees	
	18	Gifts and Grants	
	19	Current funds	
	20	Investment of or borrowed from endowment funds	
	21	Investment of or borrowed from other college funds	
	22	Borrowed from private or commercial sources outside the institution	
	23	Source unknown	
	24	Other: Specify	

OPTIONAL BUILDING DATA

(11) Building Location: Each building is to be identified as an on-campus or off-campus building. The latter requiring further identification.

(12) Building Name: It is recommended that at least an abbreviated form of the building name be maintained as part of the record.

(13) Type of Construction. Enter appropriate code.

1. Wood frame
2. Wood frame with masonry veneer
3. Load-bearing masonry and wood construction.
4. Load-bearing masonry and steel construction.
5. Steel frame or skeleton with masonry or metal walls.
6. Lift slab reinforced concrete.
7. Reinforced concrete.
8. Primarily glass, such as greenhouse.
9. Other or miscellaneous.

(14) Total Interior Sq. Ft.: A figure determined from gross square feet minus construction square feet.

(15) - (18) Custodial, Circulation, Mechanical, and Construction Square Feet: See Appendix V for the basis of measurement for each of these areas.

(19) Construction Cost: In general, construction cost includes: contract costs (general, mechanical, electrical, elevator, laboratory equipment, etc.), utility and site costs to a point 5 feet outside the building, architectural expenses, professional service costs, project supervision and other on-site inspection service costs, such as surveys, test borings, etc.

(20) Furnishings Cost: In general, furnishing cost includes movable equipment (not requiring utility connections, fixed electrical hook-up, etc.). In general, office machines, laboratories supplies (test tubes, chemicals, etc.) and other expendable items are not included.

(21) Other Costs: Included in other costs are land acquisition and site clearance costs, parking lot costs, utility and site costs beyond 5 feet of the building, equipment or furnishings costs not included above, and other costs charged to the project which were not included under construction costs or furnishings costs.

(22) Functional Type: Enter appropriate code.

Instructional

11. Classroom Building
12. Instructional Laboratory Building
13. Library
14. Gymnasium, Swimming Pool
18. Other Instructional
19. Multipurpose Instructional (combination of the above)

Organized Activities and Instruction-Research Related

21. Demonstration School
22. Home Management Laboratory
23. Extension
24. Experiment Station
25. Museum
29. Other General Facilities

Research

31. Physical and Natural Sciences
32. Social Science Research
33. Agricultural Research
34. Engineering Research
39. Multipurpose Research

General Office

41. Faculty Office Building
42. Administrative Office Building
43. Research Office Building
44. Multipurpose Office Building

Service and Related

51. Maintenance Building
52. Garage Building
53. Warehouse Building.
54. Utility and Power Building
56. Heating Plant and/or Cooling Plant

Assembly Building

61. Auditorium or Theatre Building
62. Chapel Building
63. Field House or Armory
64. Stadium

Residential Facilities

71. Men's Residence
72. Women's Residence
73. Co-educational Residence
74. Married Students Housing
75. Faculty and/or Staff Housing
76. Fraternity House
77. Sorority House
78. Agricultural Farm Housing
79. Other

Student Services and Other Auxiliary Buildings

81. Cafeteria Building
82. Student Union Building
83. Combination of 81 and 82
84. Student Health Building
85. Student or University Press
86. Bookstore Building
89. Other

(23) **No. of Floors:** Enter number of floors in building *not* including basement and penthouses or attics.

(24) **Attics, basements or penthouses:** Enter code for basement or attics, full or partial, which is structurally usable and has headroom of 6' 6" or more. (Some buildings have penthouses for housing fans only. Report them - PENTHOUSE: TOWER ROOM: ROOF GREEN HOUSE, etc.)

1. One basement
2. Two basements
3. Attic or penthouse only
4. Attic and basement
5. Attic and 2 basements
6. Two or more penthouses
7. Other combination

(25) **Ceiling Height:** Enter floor to floor height for purposes of computing building volume.

(26) **Number of Elevators:** Report number of elevators in the building.

________ Personnel Elevators

________ Freight Elevators

(27) Heating: Enter code best describing the heating system for the building.

1. Steam, central system, central plant
2. Steam, system serving this building only
3. Circulating hot water, central system, central plant
4. Circulating hot water, system serving this building only
5. Circulating hot water, multiple system in building
6. Warm air furnaces
7. Space heaters
8. Heat pump forced-air systems
9. Other

BLANK. None

(28) Cooling: Enter the best code describing the cooling system for the building.

1. Refrigerated air, window units
3. Evaporative cooling
4. Refrigerated air, system serving this building only
5. Forced untreated air
6. Refrigerated air, room units*
9. Refrigerated air, central system, central plant

BLANK. None

*Room units are defined as those air conditioning units which service only a relatively few rooms of a larger building. The compressor may be located inside or outside the building.

(29) Roof Material: Enter the predominant type of roofing material used in the building.

1. Built-up tar or asphalt
2. Built-up tar or asphalt and gravel
3. Built-up tar or asphalt with insulation
4. Clay Tile
5. Composition - asphalt shingle
6. Asbestos
7. Wood Shingle
8. Corrugated Metal
9. Metal

(30) Roof Condition (Optional)

(31) Fans) (Optional)
) - - For Plant Maintenance Purposes
(32) Pumps) (Optional)

(33) Provisions for the Handicapped: Enter appropriate code. *

1. Meets Federal requirements
2. Fails to meet Federal requirements

*For a bulletin describing Federal requirements contact the Higher Education Facilities Commission.

ROOM INVENTORY PROCEDURES

INTRODUCTION

The past years in higher education have been marked by rapidly increasing enrollment, diminishing sources of funds, and high costs of constructing new facilities. These factors have built up pressure for the most efficient use of existing space before new area is added.

However, the efficient use of space is not an end in itself. The goal is to save money that would otherwise be spent for the construction of new facilities so that these funds can be spent for other purposes. A room-by-room survey is the first step toward an evaluation of the use of the space. The overwhelming value of the survey is to the institution itself. A few of the benefits and purposes of the inventory are listed here, others will be discovered by institutions as they make use of the information available from the inventory.

(1) An inventory describes the existing space, in terms of how it is being used, by whom, and how much of each type exists.

(2) This information can serve as a basis for assigning space within the institution.

(3) It helps to plan operating and capital budget requests by providing a base on which to project long range need for physical facilities.

(4) To ascertain the institution's position with respect to others of like size or complexity.

(5) The information may be useful in explaining and interpreting the present and future needs to the Legislature, to the public and others.

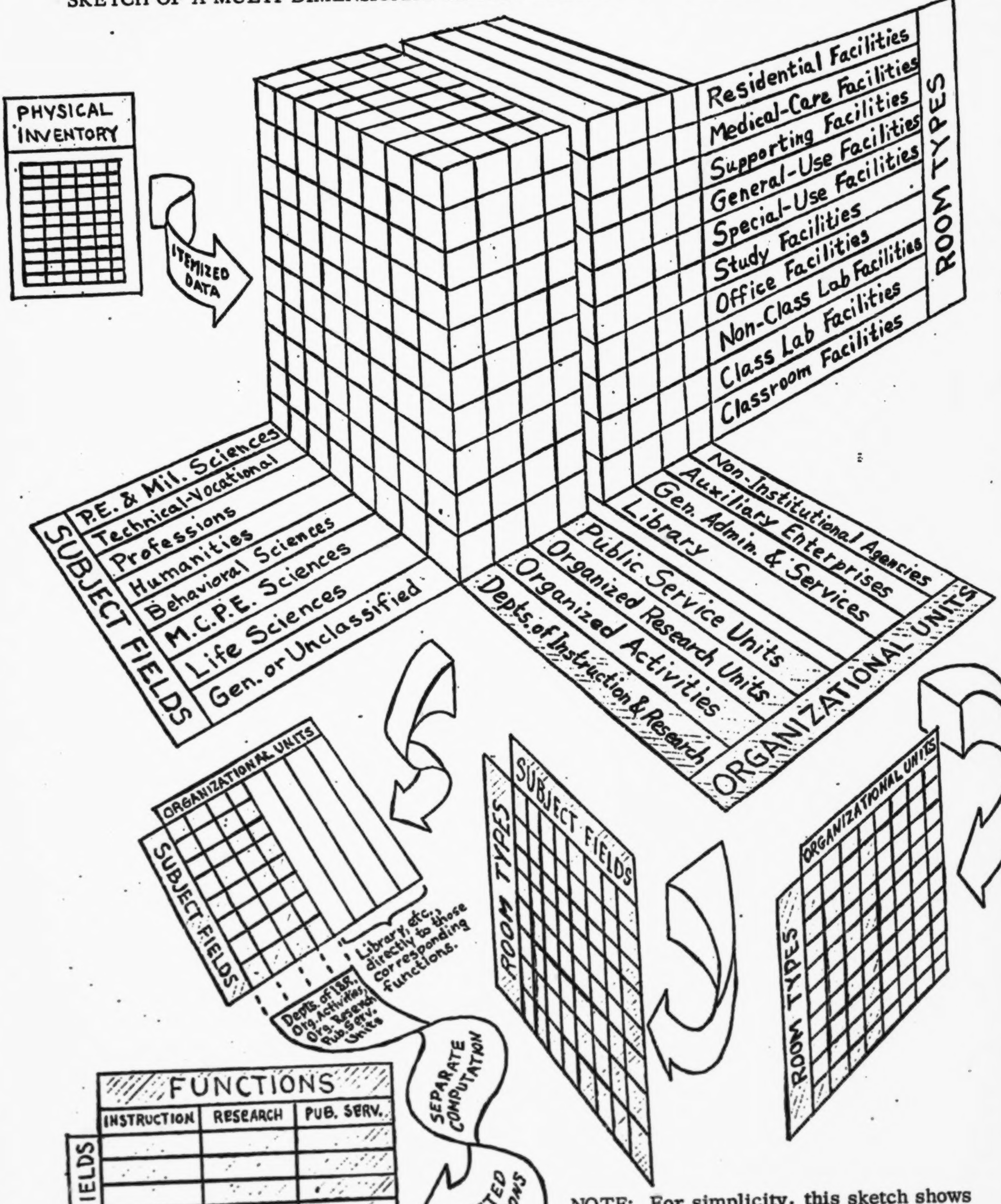
There has been much confusion and inconsistency in the past space classification and inventory systems. This has often been caused by the failure to distinguish between the different kinds of problems involved in classifying: (1) The physical characteristics of the facilities; (2) the subject fields of the instruction or research; and (3) the traditional functions of instruction, research and public service themselves.

The confusion has been increased by the common practice of defining the functions in terms of room-type categories, but also using terms that stand for entire buildings or functions (gymnasiums, library, instruction, research) in the names of room type categories.

This confusion makes it apparent that a classification system's terminology is extremely important and that the entire system should be multi-dimensional in that the floor area of each room should be coded separately and independently for each of the different kinds of categorizations. The data could then be used as a multi-dimensional matrix from which any desired two dimensions could be extracted.

Independent classification systems for room types, subject fields, functions, and organizational units have thus been developed. The combination of these systems into the matrix is shown in the accompanying sketch and are fully explained in the following sections.

SKETCH OF A MULTI-DIMENSIONAL MATRIX FOR HIGHER EDUCATION FACILITIES DATA


PHYSICAL INVENTORY
ITEMIZED DATA
Residential Facilities
Medical-Care Facilities
Supporting Facilities
General-Use Facilities
Special-Use Facilities
Study Facilities
Office Facilities
Non-Class Lab Facilities
Class Lab Facilities
Classroom Facilities
ROOM TYPES
P.E. & Mil. Sciences
Technical-Vocational
Professions
Humanities
Behavioral Sciences
M.C.P.E. Sciences
Life Sciences
Gen. or Unclassified
SUBJECT FIELDS
Non-Institutional Agencies
Auxiliary Enterprises
Gen. Admin. & Services
Library
Public Service Units
Organized Research Units
Organized Activities
Depts. of Instruction & Research
ORGANIZATIONAL UNITS
ORGANIZATIONAL UNITS
SUBJECT FIELDS
Library, etc., directly to those corresponding functions.
Depts. of I&R, Org. Activities, Org. Research, Pub. Serv. Units
SEPARATE COMPUTATION
ALLOCATED TO FUNCTIONS
FUNCTIONS
INSTRUCTION
RESEARCH
PUB. SERV.
SUBJECT FIELDS
ROOM TYPES
SUBJECT FIELDS
ORGANIZATIONAL UNITS
ROOM TYPES

NOTE: **For simplicity, this sketch shows only the broad groups of subject-field and room-type categories. In practice, the more specific categories generally would be used.**

ROOM INVENTORY PROCEDURE

Minimal requirements for a room inventory require the ability to distinguish one room from another. For this purpose a room number and building designation (name and/or number) are necessary and sufficient.

Since one of the basic questions to be answered by the inventory asks "How much?", a quantitative measure generally referred to as "assignable square feet" is used as the unit to be summed.

To the more complex question of "How much of each kind?", existing institutional systems have demonstrated somewhat dissimilar approaches. Analysis of these systems suggests, however, that basically three attributes of space are identified--even though in practice a one or two-dimensional classification system may be used.

The attributes of a room which comprise this proposed standard classification system are:

(1) Type of room - - for example, classroom; office; laboratory; etc.

(2) Organizational Unit (to which the room is assigned for use) - - for example, library; general administration; etc.

(3) Subject Field (academic discipline for which the room is used) -- for example, physical science; social science.

(4) Function - - for example, instruction; research; public service; etc.

For a limited group of rooms -- classrooms, class laboratories, and study facilities -- the number of student stations are proposed as a useful additional statistic.

The above enumeration of items to be included in a room inventory does not include all of the necessary items for reporting data at a state or national level, nor does it necessarily represent all of the data, nor the level of sophistication, which might be used by individual institutions.

A Minimum Space-Survey Record on 5" x 8" Cards

FORM A - ROOM INVENTORY

One Card Per Room for Manual Completion and Tabulation

1. BUILDING NAME ______________ 2. ROOM NUMBER ______________

3. TYPE OF ROOM ______________ 4. ORGANIZATIONAL UNIT ______________

5. SUBJECT FIELD ______________ 6. FUNCTION ______________

7. NOTES ______________

8. DATE OF RECORD ______________ 9. PREPARED BY ______________

Code Numbers:				Data:	
Room Type ☐	Organizational Unit ☐	Subject Field ☐	Function ☐	Stations	Floor Area
☐☐☐ _ _ _ 10.	☐ _ _ _ _ _ 11.	☐☐☐ _ _ _ 12.	_ _ _ _ _ 13.	_ _ _ 14.	_ _ _ _ 15.

TABULATION OF DATA:

Sort cards manually into groups on the basis of summary report requirements. Sum Item 11 for selected facilities and Item 12 for all rooms.

PERMANENT FILE:

By room within building; up-date annually or continuously.

Exhibit For Form A

INSTRUCTIONS AND DEFINITIONS

Proration: This system classifies each room according to four attributes: Organizational Unit, Type of Room, Subject Field, and Function. The system allows for the possibility that a given room may be assigned to more than one department, and/or may represent more than one type of room, and/or may serve more than one subject field or function. Despite this flexibility it is strongly recommended that proration be avoided wherever possible. Squares are provided in connection with Items 10, 11, 12 and 13.

If the square feet in the room are NOT to be prorated, then the square should be left blank.

If the square feet in a room are to be prorated, then a "T" should be entered in the appropriate square for that card which contains the Total square feet in the room.

Additional cards representing the prorated portions of square feet in the room distributed to appropriate Departments and/or Types of Rooms and/or subject field and/or Function should be coded "P" in the appropriate square.

The purpose of these squares is to provide a visual cue that the square footage has been prorated. The designation for type of proration is a function of the coding system:

Department of Proration:	9
Type of Room Proration:	999
Subject Field Proration:	999
Function Proration:	99

EXAMPLE 1: For a room shared equally by two departments:

	Square Feet	Organizational Unit	Subject Field	Type	Function	Proration Square
Card #1	250	1	999	310	01	T
Card #2	125	1	330	310	01	P
Card #3	125	1	310	310	01	P

Card 1 above accounts for the total square footage in the room. Card 2 prorates one-half the space to Chemistry (330), and Card 3 prorates one-half the space to Mathematics (310).

EXAMPLE 2: For a room serving two purposes and two subject fields:

	Square Feet	Organizational Unit	Subject Field	Type	Function	Proration Square
Card #1	500	1	999	999	99	T
Card #2	300	1	330	250	02	P
Card #3	100	1	330	310	01	P
Card #4	100	1	310	310	01	P

Card 1 accounts for the total square footage in the room.
Card 2 indicates 300 square feet are used by Chemistry (330) for a Non-Class Laboratory (250) for Research purposes (02).
Card 3 indicates that 100 square feet are used by Chemistry (330) for office space (310) for Instructional purposes (01).
Card 4 indicates that 100 square feet are used by Mathematics (310) for office space (310) for Instruction purposes (01).

(1) Building name or abbreviation.

(2) Room number.

(3) Words or abbreviations describing the type of room it is.
-Description must be definitive enough to allow later coding according to the Standard Classification Code for Room Types. See Appendix I for that standard classification.

(4) Words or abbreviations describing the organizational unit which is responsible for the room.
-Description must be definitive enough to allow later coding according to the Standard Classification for Organizational Units. See Appendix II for that standard classification.

(5) Words or abbreviations describing the subject field or academic discipline for which the room is used.

-No entry will be necessary for rooms which are the responsibility of the following organizational units: General Administration and Institutional Services; Auxiliary Services; Non-Institutional Agencies; and Unassigned. Description must be definitive enough to allow later coding according to the standard classification of subject fields. See Appendix III for that standard classification.

(6) (OPTIONAL) Words or abbreviations describing the function served by the room. In most cases, this entry will be the same as the entry in Item (4). A different entry conforming to the standard classification of functions (Appendix IV) will be necessary for any rooms which are the responsibility of the following organizational units: Departments of Instruction and Research; Organized Activity Units; Organized Research Units; and Public Service Units.

(7) (OPTIONAL) NOTES: Special aspects of the room, such as audio-visual capability, quality of the room, etc., as desired for internal purposes.

(8) Date of the survey.

-If this card is used as an inventory record card, this item would reflect the date of the most recent posted change.

(9) (OPTIONAL) Name of the surveyor or recorder.

(10) Standard type-of-room classification code from Appendix I which corresponds to the entry in Item 3.

-Blocked digits reflect the degree of detail expected by the U. S. Office of Education. Unblocked digits are for use by institutions that need a more detailed code.

(11) Standard organizational unit classification code from Appendix II which corresponds to the entry in Item 4.

-See note for Item 10. One area of sub-detail many institutions will need is "academic department" within the broad category "Departments of Instruction and Research." This detail is not provided by the "Subject Field" classification which is intended to categorize rooms by discipline rather than by academic department. (For instance, if you want agricultural economics categorized by academic department - Agriculture - rather than by discipline - economics - you should use one or more of the optional digits in this item to reflect academic department within Organizational Unit Code 1000.)

(12) Standard subject field classification code from Appendix III which corresponds to the entry in Item 5.

-See note for Item 10. Care should be taken to understand the introduction to Appendix III before completing this item.

-In cases of departmental assignments, e.g., engineering english and agricultural economics, the subject field classification should reflect the basic discipline; e.g., agricultural economics and engineering english.

(13) (OPTIONAL) Standard functional classification code from Appendix IV which corresponds to the entry in Item 5.

-Absence of blocked digits indicates this item is entirely optional.

-Care should be taken to understand the introduction to Appendix IV before completing this item.

(14) Stations:

-Enter the number of student stations provided by the room.

-The number of stations in a classroom should be so determined that it changes only if the dimensions of the room change.

-Institutions which plan to submit construction grant applications to the Higher Education Facilities Commission will want to review their method of determining student stations to insure that Commission requirements are met.

-It is recommended that numbers of stations be reported for the following types of rooms, only:

110 Classroom
210 Class Laboratory
410 Study Rooms
420 Stack
430 Open-Stack Study Room
610 Assembly Facilities

-The following normal space requirements are suggested for use in determining the number of stations for classrooms:

1. Conference and seminar rooms	18-20 sq. ft. per student station
2. Classrooms	12-14 sq. ft. per student station
3. Auditoria and large lecture halls	8 - 9 sq. ft. per student station

-If another method is used you should be prepared to describe and justify it to the Higher Education Facilities Commission before requesting a grant from that agency.

-No similar norms are available for labs, the student stations of which are usually determined by the number of stations.

(15) Floor Area:

-Assignable square feet in the room.

-Rounded to the nearest whole number.

-See Appendix V for a definition of "Assignable square feet."

-Institutions without access to scale drawings of each room are encouraged to use the back of this card to sketch and record the dimensions of the room.

FORM B - - ROOM INVENTORY

Building Name __ __ __ __ __ __ __ __ __ (1 2 3 4 5 6 7 8 9) Building Number __ __ __ __ (10 11 12 13) Institution __ __ __ (76 77 78) Date __ (79) Card B (80)

Room Number			Square Feet	Dimensions				+	Capacity	Department		Type of Room		Function	P
				L_1	W_1	L_2	W_2	-		Alpha	Code	Alpha	Code		T
14	15 - 17	18	19 - 24	25-28	29-32	33-36	37-40	41	42 - 44		49-52		63-65	68-69	70

EXHIBIT FOR FORM B - INSTRUCTIONS AND DEFINITIONS

Complete one line of Form B for each room in each building. In general, each room should be included only once. (See Proration below for exceptions.)

Building Name (Columns 1-9): Print the "Short Building Name" in the spaces provided. Place the first alphabetic character in the first space; blank spaces should be at the right of the field.

EXAMPLE:

P	H	Y	S		S	C	I	
1	2	3	4	5	6	7	8	9

for the Physical Sciences Building.

Building Code (Columns 10-13): Enter the institutional code number assigned to this building. This must be the same code number assigned to buildings in the Building Inventory and room cards for the utilization studies. All columns should have an entry.

EXAMPLE:

0	0	0	7
10	11	12	13

where the building number is 7.

Institution Code (Columns 76-78): Enter the appropriate code of the institution.

EXAMPLE:

1	0	1
76	77	78

for the institution whose code number is 101.

Date (Column 79): Enter the last digit of the year in which the inventory was undertaken (or updated).

EXAMPLE:

7
79

for inventory data recorded in 1967.

Card (Column 80): The code has already been entered.

* * *

Room Number (Columns 14-18): Enter the room number assigned to the room. In general, Columns 15-17 should be used for a typical three-digit room number. Column 14 should be used for any rooms numbered 1000 and above. This column may also be used for alphabetic prefixes where they occur. Column 18 should be used for alphabetic suffixes.

Columns 14 and 18 should be left blank where a prefix and/or suffix do not occur. Columns 15 to 17 should have an entry in each column.

EXAMPLE:

	0	2	1	C
14	15	16	17	18

for Room 21C

Square Feet (Columns 19-24): Enter the number of assignable square feet in the room. For basis of measurement see Appendix V. All columns should have an entry.

EXAMPLE: $\underset{19}{\underline{0}}\ \underset{20}{\underline{0}}\ \underset{21}{\underline{1}}\ \underset{22}{\underline{6}}\ \underset{23}{\underline{5}}\ \underset{24}{\underline{7}}$ for a room with 1657 sq.ft.

*L_1, W_1, L_2, W_2 Sign (Columns 25-41): These data are optional. They are included for institutional use only.

Capacity (Columns 42-44): Enter the capacity of the room for the following types of rooms ONLY:

110 Classrooms
210 Class Laboratory
410 Study Rooms
420 Stack
430 Open-Stack Reading Room
610 Assembly Facilities

EXAMPLE: $\underset{42}{\underline{0}}\ \underset{43}{\underline{3}}\ \underset{44}{\underline{2}}$ for a room with 32 stations.

*Department-Alpha: This space is provided for entering a departmental designation at the time of the inventory. Normally it will not be keypunched.

EXAMPLE: Chemistry for a room assigned to Chemistry.

Department-Standard Code (Columns 49-52): Enter the numeric code from Appendix I which designates the department (or other organizational unit) to which the room is assigned. (See Proration below.)

EXAMPLE: $\underset{49}{\underline{1}}\ \underset{50}{\underline{3}}\ \underset{51}{\underline{3}}\ \underset{52}{\underline{0}}$ for a room assigned to Chemistry.

*Type of Room-Alpha: This space is provided for entering a type of room designation at the time of the inventory.

EXAMPLE: Class Lab for a Class Laboratory.

Type of Room-Standard Code (Columns 63-65): Enter the numeric code from Appendix I which designates the type of room. See Appendix for definitions of these types of rooms. (See Proration below.)

EXAMPLE: $\underset{63}{\underline{2}}\ \underset{64}{\underline{1}}\ \underset{65}{\underline{0}}$ for a Class Laboratory.

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*Optional Items.

Function-Standard Code (Columns 68-69): Enter the numeric code from Appendix IV which designates the function served by the room. (See Proration below.)

EXAMPLE:	0	1	for a room whose function is instructional.
	68	69	

Proration (Column 70): This system classifies each room according to three attributes: Organizational Unit, Type of Room, and Function. The system allows for the possibility that a given room may be assigned to more than one department, and/or may represent more than one type of room, and/or may serve more than one function. Despite this flexibility it is strongly recommended that proration on the basis of Department and/or Type of Room be avoided wherever possible.

If the square feet in the room are NOT to be prorated, then Column 70 should be left blank.

If the square feet in a room are to be prorated, then a "T" should be entered in Column 70 for that card which contains the Total square feet in the room.

Additional cards representing the prorated portions of square feet in the room distributed to appropriate Departments and/or Types of Rooms and/or Function should be coded "P" in Column 70.

The purpose of this column is to provide a visual cue on printed lists that the square footage has been prorated. The designation for type of proration is a function of the coding system:

Department Proration:	9999 (Columns 49-52)
Type of Room Proration:	999 (Columns 63-65)
Function Proration:	99 (Columns 68-69).

EXAMPLE 1: For a room shared equally by two departments:

Square Feet	Department	Type	Function	P/T
19-24	49-52	63-65	68-69	70
000250	9999	310	01	T
000125	1330	310	01	P
000125	1310	310	01	P

Line 1 above indicates the total square footage in the room. Line 2 prorates one-half the space to Chemistry (1330) and Line 3 prorates one-half the space to Mathematics (1310).

EXAMPLE 2: For a room serving two purposes and two departments:

Square Feet 19-24	Department 49-52	Type 63-65	Function 68-69	P/T 70
000500	9999	999	99	T
000300	1330	250	02	P
000100	1330	310	01	P
000100	1310	310	01	P

Line 1 indicates the total square footage in the room. Line 2 indicates 300 square feet are used by Chemistry (1330) for a Non-Class Laboratory (250) for Research purposes (02). Line 3 indicates that 100 square feet are used by Chemistry (1330) for office space (310) for Instructional purposes (01). Line 4 indicates that 100 square feet are used by Mathematics (1310) for office space (310) for Instruction purposes (01).

UPDATE PROCEDURES

UPDATE PROCEDURES FOR SPACE INVENTORIES

It must be emphasized that an accurate space inventory must be available at all times. This necessarily will require constant updating to provide your administration and all requesting agencies the latest in available data which truly reflects the campus' present space position.

The method to be used will depend upon the offices currently involved at each respective institution in the construction of new facilities, the remodeling of existing facilities and the reassignment of available space. Records concerning all new additions of space, remodeling or functional changes should be routed through the individual responsible for the inventory at the respective institution. It is imperative that all departments cooperate with the office responsible in keeping the updated inventory.

Suggested methods may be as follows:

(1) The work orders in Physical Plant-Buildings and Grounds would be routed through the inventory coordinator to account for any minor structural changes which affect the square footage of a room. The prints, if included, may not be detailed enough to extract the dimensions. In that case, an on-site visitation will be necessary.

(2) The drawings affecting all new construction and major remodeling originating in the Architect-Facilities Planning Office would be routed through the inventory coordinator for completion of his records. Dimensions would be scaled from these drawings.

(3) Those institutions which have a Space Assignment or Coordinating Committee would route all minutes of their meetings through the space coordinator. The space coordinator could be a member of the committee who would act as a consultant or advisor to them.

(4) If a print-out of the data is available, the pertinent copies could be routed to each department for corrections of the functional categories of space.

(5) As a last means, the budgeting of funds for various remodeling projects would serve as a source of information for the inventory coordinator.

Ultimately, regardless of what coordinating methods are used for updating, the space inventory, all changes whether functional or structural should be coordinated through the inventory clerk. It is imperative that all deans, chairmen, directors and supervisors be asked to cooperate.

In addition, all institutions will find it advantageous to re-inventory each building every two to three years.

TYPE OF ROOM

APPENDIX I

TYPE OF ROOM

STANDARD CODES AND DEFINITIONS

In the development of this classification scheme for room types, it has not been possible to specify with fine precision the principles of the system. Although it may lack the qualities of a sophisticated, scientific system of classification, the classification of types of rooms does reflect certain principles derived from the experience of those who have dealt with the complex problems of a space inventory. The principles are enumerated below.

1. The type of room definitions should encompass all types of space found in buildings on the campus of an institution of higher education. Although some types of space may be of less interest than others, the omission of any space may lead to the inadvertent omission of appropriate data.

2. Since classroom and teaching laboratory utilization studies are still prevalent, the classification scheme should distinguish between those rooms for which such a utilization study is appropriate, and those rooms or facilities for which such analyses are not appropriate, even though they are used for instructional purposes.

3. Terms associated with function or subject-matter areas should be avoided in the classification of room types. This principle has led to the introduction of some relatively unfamiliar terminology. In order to avoid such functional terms as instruction, research, and library, for example, the terms class laboratory, non-class laboratory, and study facilities have been employed to designate teaching laboratories, research laboratories, and library reading rooms.

4. The proposed classification should not replace existing institutional systems of classifying rooms, but should, to the degree possible, be compatible with existing inventory methods. The categories of space are intentionally broad for purposes of collecting statistical information at the national (or state) level.

5. A corollary of the preceding principle, is that the system should produce meaningful and comparable summary data insofar as possible. Thus, for comparative purposes, it is intended that the definition of classrooms is sufficiently specific to give reasonable assurance that all institutions will report the same types of space within this category. Similar intentions attach to each defined type of space, although it is recognized that some "catch-all" categories are included within the system.

6. The system should be useful in the projection of space needs. The development of factors for the projection of facility needs requires that existing space be grouped in a manner consistent with these factors. This principle precludes the use of a system which merely enumerates space on the basis of popular terminology, such as cold room, balance room, barber shop, studios, darkroom, etc.

STANDARD CLASSIFICATION OF ROOM TYPES

NOTE: The use of standardized numerical codes is not essential. However, Federal requests for data will be phrased in terms of this breakdown, so use of standardized categories should be insured by either using the indicated code or by applying your own code to the same classes.

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100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Laboratory Service

220 Special Class Laboratory
225 Special Class Laboratory Service

230 Self-Study Laboratory
235 Self-Study Laboratory Service

250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 OFFICE FACILITIES

310 Office
315 Office Service

350 Conference Room
355 Conference Room Service

400 STUDY FACILITIES

410 Study Rooms

420 Stack

430 Open-Stack Reading Rooms

440 Library Processing Rooms

455 Study Facilities Service

Standard Classification of Room Types (Continued)

500	SPECIAL-USE FACILITIES
510	Armory Facilities
515	Armory Facilities Service
520	Athletic-Physical Education Facilities
523	Athletic Facilities Spectator Seating
525	Athletic-Physical Education Facilities Service
530	Audio-Visual, Radio, TV Facilities
535	Audio-Visual, Radio, TV Facilities Service
540	Clinic Facilities (Non-Medical)
545	Clinic Facilities Service (Non-Medical)
550	Demonstration Facilities
555	Demonstration Facilities Service
560	Field-Service Facilities
590	Other Special-Use Facilities
595	Other Special-Use Facilities Service
600	GENERAL-USE FACILITIES
610	Assembly Facilities
615	Assembly Facilities Service
620	Exhibition Facilities
625	Exhibition Facilities Service
630	Food Facilities
635	Food Facilities Service
640	Health Facilities (Student)
645	Health Facilities Service (Student)
650	Lounge Facilities
655	Lounge Facilities Service
660	Merchandising Facilities
665	Merchandising Facilities Service
670	Recreation Facilities
675	Recreation Facilities Service
690	Other General-Use Facilities
695	Other General-Use Facilities Service

Standard Classification of Room Types (continued)

- 700 SUPPORTING FACILITIES
  - 710 Data Processing-Computer Facilities
  - 715 Data Processing-Computer Facilities Service

  - 720 Shop Facilities
  - 725 Shop Facilities Service

  - 730 Storage Facilities
  - 735 Storage Facilities Service

  - 740 Vehicle Storage
  - 745 Vehicle Storage Service

  - 790 Other Supporting Facilities
  - 795 Other Supporting Facilities Service

- 800 MEDICAL CARE FACILITIES
  - 810 Human Hospital-Clinic Facilities
  - 815 Human Hospital-Clinic Facilities Service

  - 820 Human Hospital-Patient Care Facilities
  - 825 Human Hospital-Patient Care Facilities Service

  - 830 Human Hospital - Clinic Staff Quarters

  - 840 Dental Clinic Facilities
  - 845 Dental Clinic Facilities Service

  - 850 Veterinary Hospital-Clinic Facilities
  - 855 Veterinary Hospital-Clinic Facilities Service

  - 860 Veterinary Hospital-Animal Care Facilities
  - 865 Veterinary Hospital-Animal Care Facilities Service

  - 870 Veterinary Hospital-Clinic Staff Quarters

- 900 RESIDENTIAL FACILITIES
  - 910 Residence for Single Persons
  - 920 One-Family Dwelling
  - 930 Multiple Family Dwelling
  - 940 Central Food Stores
  - 950 Central Laundry

- 999 PRORATE

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or class laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing and dictating laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, statistic laboratories, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, (e.g., basketball, volley ball, badminton, handball, squash courts; boxing, wrestling and weight training rooms) pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

215 Class Laboratory Service

Definition: A room which directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are preparation rooms, balance rooms, cold rooms, stock rooms, dark rooms, chemical and equipment issue rooms, animal rooms, cage washing rooms, feed storage and preparation rooms, greenhouses, and similar facilities which serve a Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 and 410), nor research laboratories (250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Self-Study Laboratories, or Non-Class Laboratories.

230 Self-Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, self-study laboratories and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in a self-study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include self-study facilities which are intended for general study purposes. Study facilities not related to a specific area of study are classified as Study Rooms (410).

235 Self-Study Laboratory Service

Definition: A room which directly serves a Self-Study Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Self-Study Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research (organized or sponsored) and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Self-Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Non-Class Laboratory.

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Class Laboratory, a Special Class Laboratory, or a Self-Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A Studio intended to serve a group of students is classified as Class Laboratory.) An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass-shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

315 Office Service

Definition: A room which directly serves an Office (or group of offices) as an extension of the activities in an Office (or group of offices).

Description: Included in this category are mail rooms, file rooms, duplicating rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized duplicating and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, cloak rooms, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining rooms open to the student body at large and/or the public are categorized as Food Service Facilities.)

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also (430.)

Limitations: This category does NOT include Self-Study Laboratories. A Self-Study Laboratory is limited in use to a particular area of study, while a Study Room is intended for general study (or a broad area of study). This category does NOT include Classrooms, Class Laboratories, Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities. Separate tape storage rooms for language laboratories should be classified as Laboratory Service. Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices); acquisitions work areas (which are classified as Offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms, Class Laboratories, Special Class Laboratories, Offices, or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-stack Reading Room, or Library Processing Room as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does NOT include card catalogs, circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as Classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

Limitations: Classroom Service, Class Laboratory Service, and Office Service rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, dancing studios (P.E. only), weight training, boxing and wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does NOT include Classrooms, Laboratories, or Offices even though they may be located in an Athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see next page). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, natatoria, and stadia.

Limitations: This category does NOT include temporary or moveable-seating areas.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does NOT include public toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visula, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such areas as psychology, speech and hearing, remedial reading, remedial writing, psychiatric and student counseling clinics.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc. IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc. (in a home demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theatres, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as Circulation space.

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas (e.g., Architecture, Interior Design, Home Economics.)

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms for the preparation of materials and displays, vault or other storage for works of art, and models, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, fountains, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, bakeries, meat processing rooms, food storage rooms, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes x-ray rooms, examination rooms, bedrooms, emergency rooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur. Remedial Reading and Writing Clinics, Psychiatric and Student Counseling Clinics are NOT included. (Incidental use of a Health Facility by staff members may occur

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student as an extension of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, instrument rooms, sterile supply rooms, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A Lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a kitchenette, storage, cloak rooms.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and motel-hotel rooms.

Limitations: This category does NOT include dining rooms, restaurants, snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service, and private toilets.

Limitations: This category does NOT include public toilet rooms.

670 Recreation Facilities

Definition: A room used by students (Faculty, staff and/or the public) for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, hobby rooms, and TV rooms.

Limitations: This category does NOT include gynmasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of the activities of such a facility.

Description: This category includes storage rooms or closets, cloak rooms, equipment issue rooms, cashiers desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT Athletic-Physical Education Facilities Service areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used only for instruction should be jointly classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction," "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of FUNCTION; i.e., independently of this room-type classification.)

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, central stores, property inventory (if not an accounting function).

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Class Laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). Materials preparation areas in Audio-Visual, Radio Stations, and TV Studios should be classified as Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage Service. Engineering drafting rooms serving the physical plant operation are classified as Offices. Blueprint storage rooms are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Shop as an extension of the activities in such a room.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower, rooms, lunch rooms, and similar non-public areas should be included.

Limitations: This category does NOT include service areas related to Class or Non-Class Laboratories. It does NOT include vehicular repair facilities ("garages") which are classified as Vehicle Storage Service. Blueprint storage rooms should be classified as Office Service. Public toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room (or structure) which is used to store vehicles.

Description: This category includes rooms (or structures) generally referred to as garages, boat houses, airport hangars, parking ramps, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities which are used to house farm implements.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

NOTE: This category does NOT include student health care facilities.

This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthamology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human-Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction.) This categor does NOT include Patient Care Facilities in a Student Health Cente It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurses stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

830 Human Hospital-Clinic Staff Quarters

Definition: A room in the hospital which serves as a temporary living area for hospital staff members.

Description: This category includes rooms generally referred to as doctors', nurses' or resident intern quarters which may either be private rooms or dormitories.

Limitations: This category does NOT include student health care faciliti clinic facilities, nor does it include Veterinary Hospital Clinic Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes a supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, surgery rooms, x-ray rooms, autopsy, embalming and casting rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms, animal rooms used for diagnostic purposes, sterilizing rooms, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities (See Limitations in category 850 for basis of distinction.) Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

870 Veterinary Hospital-Clinic Staff Quarters

Definition: A room in the hospital used as a temporary living area for hospital staff members.

Description: This category includes rooms generally referred to as doctors' or resident intern quarters which may be private rooms or dormitories.

Limitations: This category does NOT include any other health or clinic facilities as they relate to humans.

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

Definition: A residence designed for unmarried persons.

Description: This category includes all bedrooms, study-bedrooms, non-public bathrooms, dining halls, kitchens, laundry rooms, pressing rooms, and storage rooms in a residence for unmarried persons.

Limitations: Rooms in a residence hall which serve primarily as classrooms should be classified as Classrooms. Offices for staff members should be classified as Offices. Study rooms (for general student use, not areas which are part of bedrooms) should be classified as Study Rooms.

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to, staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

940 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, silverware and linen storage, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores building.

Limitations: Offices and Conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

950 Central Laundry

Definition: A central facility for washing, drying, ironing and storage of linens, uniforms, and other institutional materials.

Description: This category includes laundry rooms, drying rooms, ironing rooms, storage rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service Facility to whatever type of space they serve.

999 Prorate

All areas which are prorated among two or more room-types.

APPENDIX II
ORGANIZATIONAL UNIT

APPENDIX II:

ORGANIZATIONAL UNIT

STANDARD ORGANIZATIONAL UNIT CLASSIFICATION

Institutions of higher education vary widely in their organization. Tables of organization range from colleges without any departmental structure to institutions organized by departments, divisions, colleges, institutes, and so on. Examples can be found of single departments organizationally responsible to two or three colleges within an institution.

Despite these widely divergent patterns of organization, it is possible to distinguish certain elements of commonality however formally or informally these may reflect themselves in a table of organization. Nine broad categories of organizational units have been identified, not all of which occur in the case of any given institution:

1. Departments of Instruction and Research
2. Organized Activity Units
3. Organized Research Units
4. Public Service Units
5. Library
6. General Administration and Institutional Services
7. Auxiliary Services
8. Non-Institutional Agencies
9. Prorate

The first five of these Organizational Units are capable of further subdivision into subject-matter areas. While it might be possible to enumerate all of these subject-matter areas, practical considerations of data summary and analysis require that some meaningful grouping be established.

Standard organizational units, as described in Appendix II, "Standard Classification of Organizational Units" are considered a broad over-all breakdown of an institution into eight major units with one catch-all category.

Decisions for assignment of codes in this table should be made at an administrative level and the inventory work sheet. Item 11 should be completed after collection of data by the "Field Inventory Team." It should be noted that departmental libraries, not administered by the main library, should not be included as library under Organizatio Units.

STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS

NOTE: The use of standardized numerical codes is not essential. However, Federal requests for data will be phrased in terms of this breakdown, so the use of standardized categories should be insured by either using the indicated code or by applying your own code to the same classes.

1. DEPARTMENTS OF INSTRUCTION AND RESEARCH

Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also Category 3.)

2. ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; any other organizationally separate and physically identifiable units which are functionally related to departments of instruction and research, or to organized research units.

3. ORGANIZED RESEARCH UNITS

Research institutes, laboratories, etc., which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does not include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

4. PUBLIC SERVICE UNITS

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit.

5. LIBRARY

Main library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise profesionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in Categories 1, 2, 3, or 4 above.

NOTE: Each organizational unit in the preceding categories is to be classified and independently coded in accordance with the Standard Classification of Subject Fields. The following categories of organizational units are not to be classified in terms of subject fields.

6. GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

Any activity the primary objective of which is the orderly planning and operation of the instruction, research, and/or public service functions of an institution of higher education in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. For the purposes of this classification system, this category is intended to include the functions represented by the budget categories of General Administration, General Services and Physical Plant.

6.10 ADMINISTRATION AND GENERAL EXPENSE

This breakdown, along with categories 620 and 630 are intended to provide for categorization of square feet by State Central Budget Agency program. State institutions should regard these breakdowns as required.

6.20 STUDENT SERVICES

6.30 PLANT MAINTENANCE AND OPERATION

7. AUXILIARY SERVICES

Activities which are characteristically represented by the types of facilities classified by "Room Type" as "GENERAL-USE FACILITIES" AND "RESIDENTIAL FACILITIES" except to the extent such activities support instruction, research and/or public service.

8. NON-INSTITUTIONAL AGENCIES

Public or private agencies not under the supervision or control of the institutional administration.

9. PRORATE

All areas which are prorated among two or more organizational units.

10. UNASSIGNED

All areas which are unassigned at the time of the inventory either because of the nature of the space or because of its present condition.

APPENDIX III
SUBJECT FIELD

APPENDIX III:

SUBJECT FIELD
STANDARD CODES AND DEFINITIONS

SUMMARY OF STANDARD CLASSIFICATION OF SUBJECT FIELDS

NOTE: The use of standardized numerical codes is not essential. However, Federal requests for data will be phrased in terms of this breakdown, so the use of standardized categories should be insured by either using the indicated code or by applying your own code to the same classes.

100 GENERAL

110	General	
199	Classrooms	

200 LIFE SCIENCES

210	Biological Sciences	
220	Agricultural Sciences	
230	Health Sciences	
	231	Medicine
	232	Veterinary Medicine
	233	Dentistry
	234	Nursing
	235	Pharmacy
	236	Public Health
	238	Other
	239	General
299	General Life Sciences	

300 M.C.P.E. SCIENCES

310	Mathematical Sciences
320	Computer Sciences
330	Physical Sciences
340	Engineering Sciences
399	General MCPE Sciences

400 BEHAVIORAL SCIENCES

410	Psychology
420	Social Sciences
499	General Social Sciences

500 HUMANITIES

510	Fine Arts
520	Letters
599	General Humanities

600 PROFESSIONS

610	Admin. Professions
620	Education
630	Environmental Design
640	Home Economics
650	Law
660	Social Work
670	Theology
690	Other Professions
699	General Professions

700 TECHNICAL-VOCATIONAL

705	Agricultural
710	Apparel
715	Business
720	Construction
725	Engineering & Industrial
730	Graphic Arts
735	Health
750	Public Service
760	Transportation
790	Other
799	General

800 PHYSICAL EDUCATION & MILITARY SCIENCE

810	Physical Education
820	Military Sciences

999 PRORATE

STANDARD CLASSIFICATION OF SUBJECT FIELDS

Classification of rooms by subject field requires the use of a breakdown involving nine general subject fields. Each subject is further divided into sub-categories. Each sub-category is left extendable for use by institutions.

Decisions on the code that best fits the entry in Item 5 of the survey card should be made at the administrative level after the field survey is complete.

For subject fields too broad for specific identification in this system, the most appropriate code should be used with 9 as the last digit, except that units significantly representing two or more subject fields (e.g., university honors, inter-disciplinary lectures, etc.) should be coded 110.

The subject-field code -199 is reserved for rooms classified as Classroom Facilities in the Type of Room Standard Codes in Appendix I (room-type codes 110 and 115).

The subject-field coding of all such rooms should be -199 irrespective of any departmental assignment indicated in the institution's own records, so that those rooms (classrooms and classroom-service rooms only) will be consistently excluded from the subject-field data of all institutions. (NOTE: The subject field of all other general-assignment rooms for departments of instruction and research should be coded 110 if no more specific coding is appropriate.)

100 GENERAL SUBJECT FIELDS

110 GENERAL: Identifiable but broader than any category below - - e.g., dean of arts and sciences.

199 (Classroom Facilities: Room-type codes 110 and 115 only.)

200 LIFE SCIENCES

210 BIOLOGICAL SCIENCES: Animal sciences, plant sciences, biochemistry, biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college, or school. (See also 220 and 230.)

220 AGRICULTURAL SCIENCES: As 210, but in an agricultural college or school, including forestry, but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine.

(See also 232, 340, 420, 620, 640, and 705.)

230 HEALTH SCIENCES: (Professional level; see also 735.)

231 MEDICINE: All basic medical sciences and clinical specialties.
232 VETERINARY MEDICINE
233 DENTISTRY
234 NURSING
235 PHARMACY
236 PUBLIC HEALTH
238 OTHER HEALTH SCIENCES: Osteopathy, podiatry, etc.
239 GENERAL HEALTH SCIENCES

299 GENERAL LIFE SCIENCES

300 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, Engineering)

310 MATHEMATICAL SCIENCES: Excludes computing science if organizationally separate.

320 COMPUTER SCIENCES: Includes information and computing sciences.

330 PHYSICAL SCIENCES: Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, vulcanology, etc.; physics; etc.

340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, ceramic, chemical, civil, construction, electrical, electronic, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc.

(See also 725.)

399 GENERAL M.C.P.E. SCIENCES

400 BEHAVIORAL SCIENCES

410 PSYCHOLOGY

420 SOCIAL SCIENCES: Anthropology and archaeology; economics, including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

499 GENERAL BEHAVIORAL SCIENCES

500 HUMANITIES

510 FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance.

(See also 690).

599 GENERAL HUMANITIES

600 PROFESSIONS (Professional schools not included above.)

610 ADMINISTRATIVE PROFESSIONS: Business administration; institutional administration, including hospital administration; public administration; etc.

(See also 715.)

620 EDUCATION: Includes agricultural education, business education, etc.

630 ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

640 HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

650 LAW

660 SOCIAL WORK

670 THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs, such as the Higher Education Facilities Act of 1963 and related subsequent legislation.

690 OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

699 GENERAL PROFESSIONS

700 VOCATIONAL-TECHNICAL FIELDS

705 AGRICULTURAL

710 APPAREL DESIGN OR FABRICATION

715 BUSINESS: Accounting, advertising, cosmetology, data processing, hotel, motel and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies.

720 CONSTRUCTION: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

725 ENGINEERING AND INDUSTRIAL: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical and other engineering and industrial technologies.

730 GRAPHIC ARTS: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

735 HEALTH: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

750 PUBLIC SERVICE: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

760 TRANSPORTATION: Automotive, aviation, heavy truck, and other transportation technologies.

790 OTHER VOCATIONAL-TECHNICAL FIELDS: Other specific vocational-technical fields, not properly classifiable above.

799 GENERAL VOCATIONAL-TECHNICAL FIELDS

800 PHYSICAL EDUCATION AND MILITARY SCIENCES

810 PHYSICAL EDUCATION: Includes health and recreation education, as in "HPER" departments. Includes intramural athletic programs administered by the physical-education department, but excludes intercollegiate athletics if organizationally separate.

820 MILITARY SCIENCES: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and equivalent.

999 PRORATE

All areas which are prorated among two or more subject fields.

APPENDIX IV
CLASSIFICATION OF ROOM FUNCTION

APPENDIX IV

CLASSIFICATION OF ROOMS BY FUNCTION

FUNCTION

The fourth dimension is the most difficult dimension to grasp, since it relies upon conceptual judgment.

The categories within function bear close resemblance to the categories within organizational unit. This is as it should be, since the functional dimension is a more meaningful way of expressing the same thing - - the portions of institutional space supporting the various outputs of the institution.

In the near future, most agencies to which you report data will abandon the organizational-chart-oriented organizational unit categories and rely entirely upon the more conceptual functional categories.

The two dimensions are quite similar at this time. In fact, the categories 040-080 in Appendix IV conform exactly to the categories 5 through 9 of Appendix II. In these cases, Item 4 on the card form can be used to code both dimensions.

The major area in which the functional categories depart from organizational unit categories is in the areas of instruction, research and public service.

The proper coding of rooms by function will depend upon the ability of the surveyor to judge the true function of a room or a portion of a room. For example, space coded within the organizational unit "Departments of Instruction and Research" may be divided among three functions, depending on the true functional purpose of each area. Some instructional departments engage in research activities, and all engage in instructional activities.

Institutions may elect to use a variety of techniques in the application of the function classification to physical facilities. To the extent possible, individual rooms should be identified by function. It is recognized, however, that some institutions may find it difficult, if not impossible, to identify all rooms by a single function due to their multiple use or to the variety of programs served by the personnel housed therein.

Appropriate techniques should be developed by each institution for the allocation of such areas to the appropriate institutional functions. The allocation of space among two or more functions may be made according to budgetary support, type of space, departmental assignment, division of effort, hours of use or combinations of these techniques. Such allocations may be made with regard to individual rooms, rooms of a specific type, or rooms assigned to a specific department.

FUNCTION CATEGORIES

NOTE: The use of standardized numerical codes is not essential. However, Federal requests for data will be phrased in terms of this breakdown, so the use of standardized categories should be ensured by either using the indicated code or by applying your own code to the same classes.

010	INSTRUCTION		
020	RESEARCH		
030	PUBLIC SERVICE		
040	LIBRARY		
050	GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES		
060	AUXILIARY SERVICES		
070	NON-INSTITUTIONAL AGENCIES		
080	UNASSIGNED		
		081	Inactive
		082	Alteration or Conversion
		083	Unfinished
990	PRORATE		

010 INSTRUCTION: Any activity the primary objective of which is the transmission or dissemination of knowledge to college students on a group or individual basis, including that portion of graduate instruction involving organized classes for which credit is awarded.

Examples of the types of rooms often wholly allocated to this function are classrooms, class laboratories, and related service facilities. Areas used for "organized activities relating to educational departments" such as laboratory schools and demonstration facilities should also be included here, except to the extent allocable to research and/or public service.

020 RESEARCH: Any activity the primary objective of which is the discovery or application of knowledge, including the research activities engaged in by students as a part of their graduate training.

Examples of the types of rooms often wholly allocated to this function are non-class laboratories, offices assigned to research personnel, and related services facilities.

030 PUBLIC SERVICE: Any activity the primary objective of which is to make available to the general public the benefits of the instructional and/or research activities of an institution of higher education. This definition is intended to include activities of a cultural nature as well as activities frequently described as "extension" or "adult and continuing education."

Examples of the types of rooms wholly allocable to this function are classrooms and offices used exclusively for extension or continuing education programs.

040 LIBRARY: The orderly collection, storage and retrieval of knowledge. This activity may be housed in a central location or decentralized and housed in two or more separate facilities. In either case, those activities which are under the supervision and control of a "Director of Libraries" and are available for use by more than one department within an institution of higher education should be included in this category.

050 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES: Any activity the primary objective of which is the orderly planning and operation of the instruction, research, and/or public service functions of an institution of higher education in terms of academic affairs, fiscal affairs, personnel, student affairs, public relations, development, etc. For the purposes of this classification system, this category is intended to include the functions represented by the budget categories of General Administration, General Services, and Physical Plant.

060 AUXILIARY SERVICES: Activities which are characteristically represented by the types of physical facilities classified by "Room Type" as "GENERAL-USE FACILITIES" and "RESIDENTIAL FACILITIES" except to the extent such activities support instruction, research and/or public service.

070 NON-INSTITUTIONAL AGENCIES: Public or private agencies not under the supervision or control of the institutional administration.

080 UNASSIGNED: All areas which are unassigned at the time of the inventory either because of the nature of the space or because of its present condition.

081 Inactive Space: Included in this category are areas which are available for assignment to one of the above functions but are unassigned at the time of the inventory.

082 Alteration or Conversion: Included in this category are areas which are temporarily out of use because they are under alteration or conversion.

083 Unfinished: Included in this category are areas in new buildings or additions to existing buildings which are unfinished at the time of the inventory.

990 PRORATE: All areas which are prorated among two or more functions.

CLASSIFICATION OF BUILDING AREAS

APPENDIX V

CLASSIFICATION OF BUILDING AREAS

Based Upon Technical Report No. 50
Federal Construction Council
Task Group T-56

CLASSIFICATION OF BUILDING AREAS

A logical beginning in devising a physical facilities inventory system is the development of criteria for classifying, defining, and measuring the building areas. Several kinds of square footages need to be employed in expressing these areas; consequently, it is imperative that the users of the data have a common understanding of these elements when utilizing the data for space management purposes, planning future facilities, or making comparative space studies.

CRITERIA FOR CLASSIFYING, DEFINING AND MEASURING BUILDING AREAS

1. Gross Area
2. Assignable Area
3. Custodial Area
4. Circulation Area
5. Mechanical Area
6. Construction Area

The following pages provide a set of definitions* to identify physical space in institution of higher education. The six area types are adequate to describe the entire building and the function of each area. Except for any major remodeling of the building structure or layout, each area should remain constant for the life of the building.

It is recognized that there will be special situations for which some deviation or modification of an area definition may be necessary. However, the area in question must be assigned to one of the six area types.

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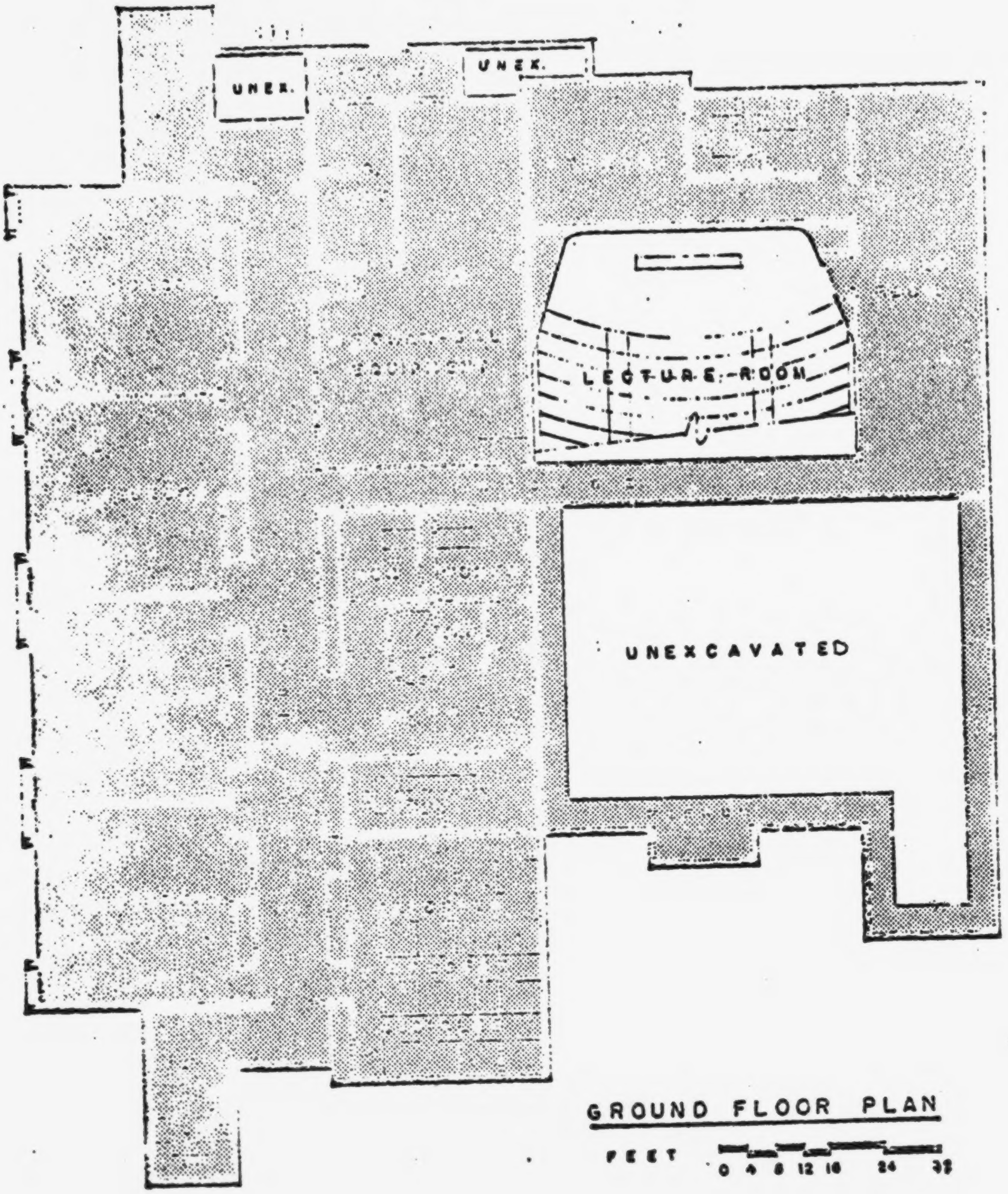
*The definitions of building areas are based upon Classification of Building Areas, (1964), Publication 1235, National Academy of Sciences - National Research Council. This publication is also titled Technical Report No. 50, Federal Construction Council, by Task Group T-56. The same criteria are also used in the CRISP project report titled "A Methodology for Determining Future Physical Facilities Requirements for Institutions of Higher Education" and in the University of Illinois report titled "Procedure for Inventory of Physical Facilities."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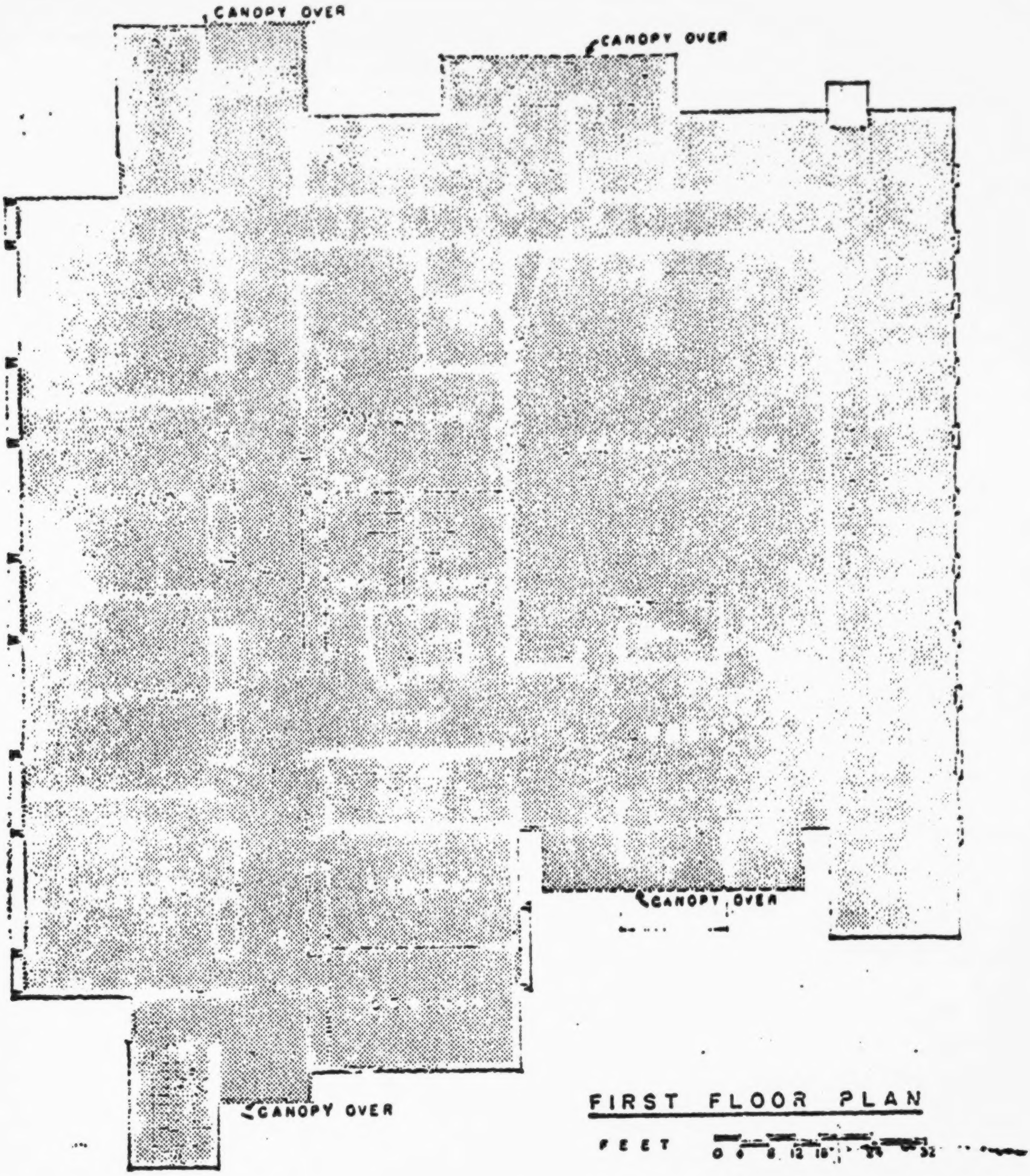
1. Gross Area

   a. Definition
   "Gross Area" should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.

   b. Basis for Measurement
   Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyone the wall face.

   c. Description
   In addition to ground-to top - story internal floored spaces obviously covered in "a" above, gross area should include basements (except unexcavated portions), attics, garages

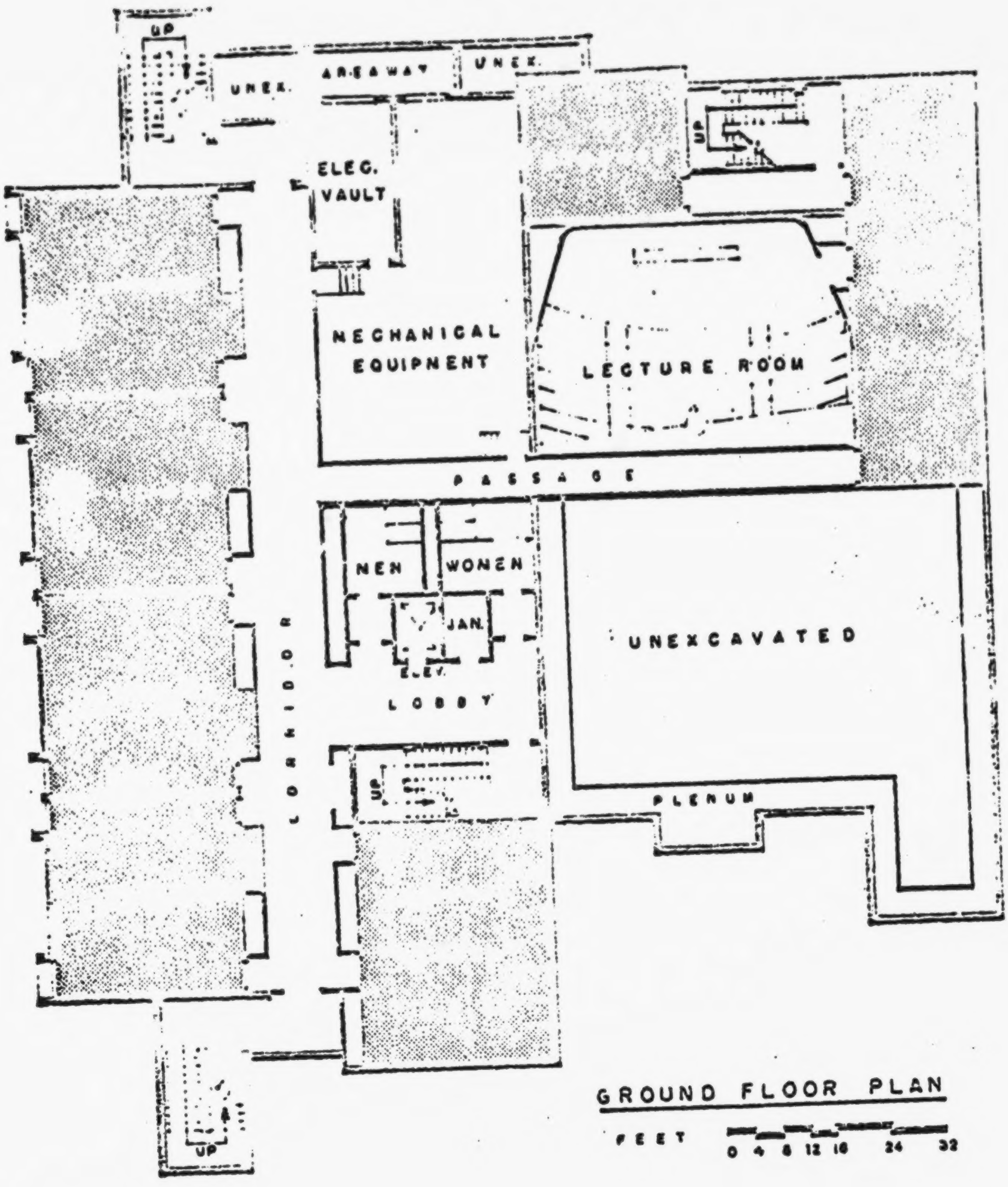


FIRST FLOOR PLAN

enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies--inside or outside--utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included whether within or outside the exterior face lines of the building.

d. Limitations

Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height, should not be included in the gross area, nor should unenclosed roofed-over areas or floored surfaces with less than 6 ft. 6 in. clear head-room be included unless they can properly be designated and used as either assignable, mechanical, circulation, or custodial area.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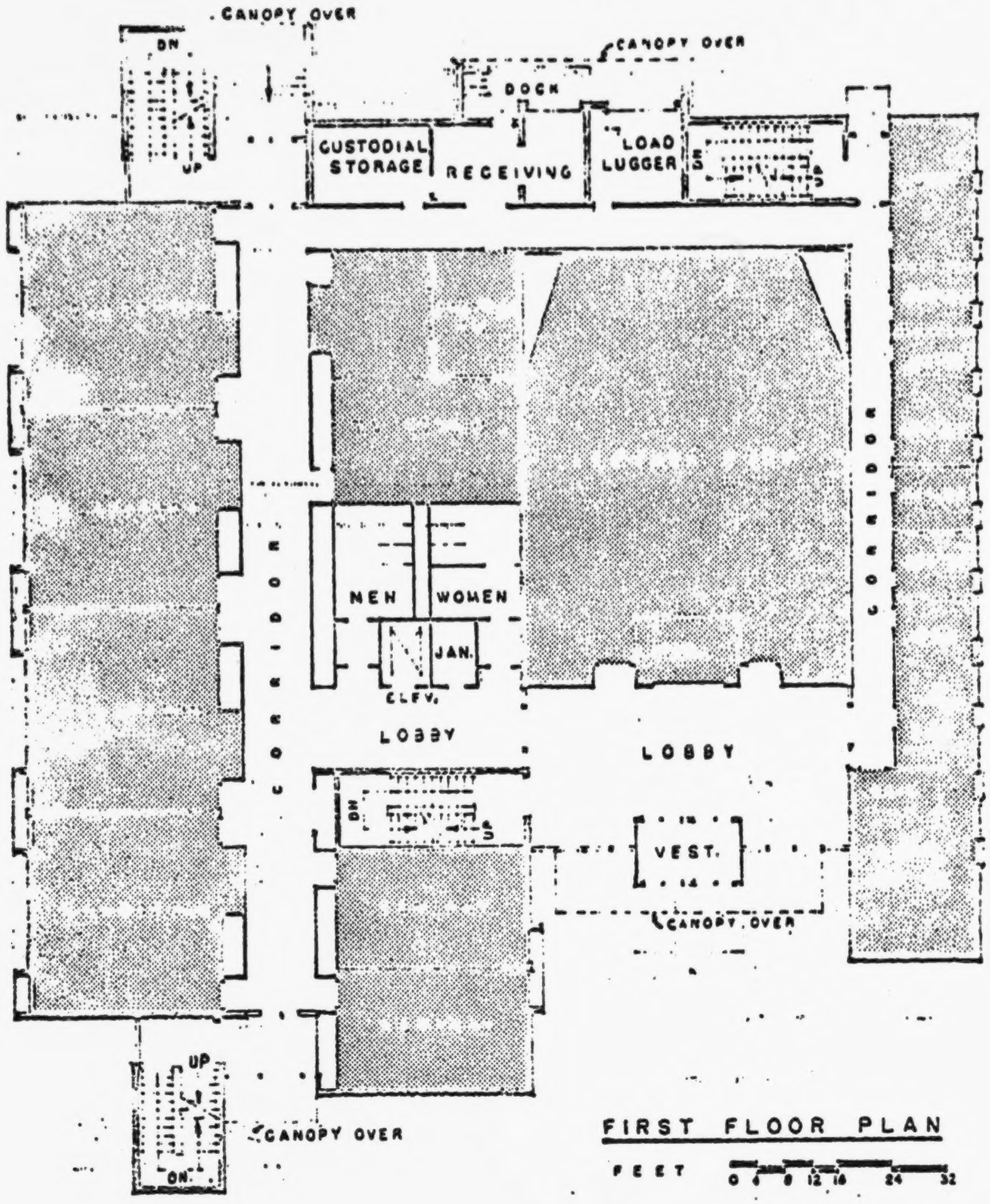
2. **Assignable Area**

a. Definition
"Assignable Area" should be construed to mean the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces elsewhere separately defined in area classifications 3, 4, and 5.

b. Basis for Measurement
All assignable areas should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.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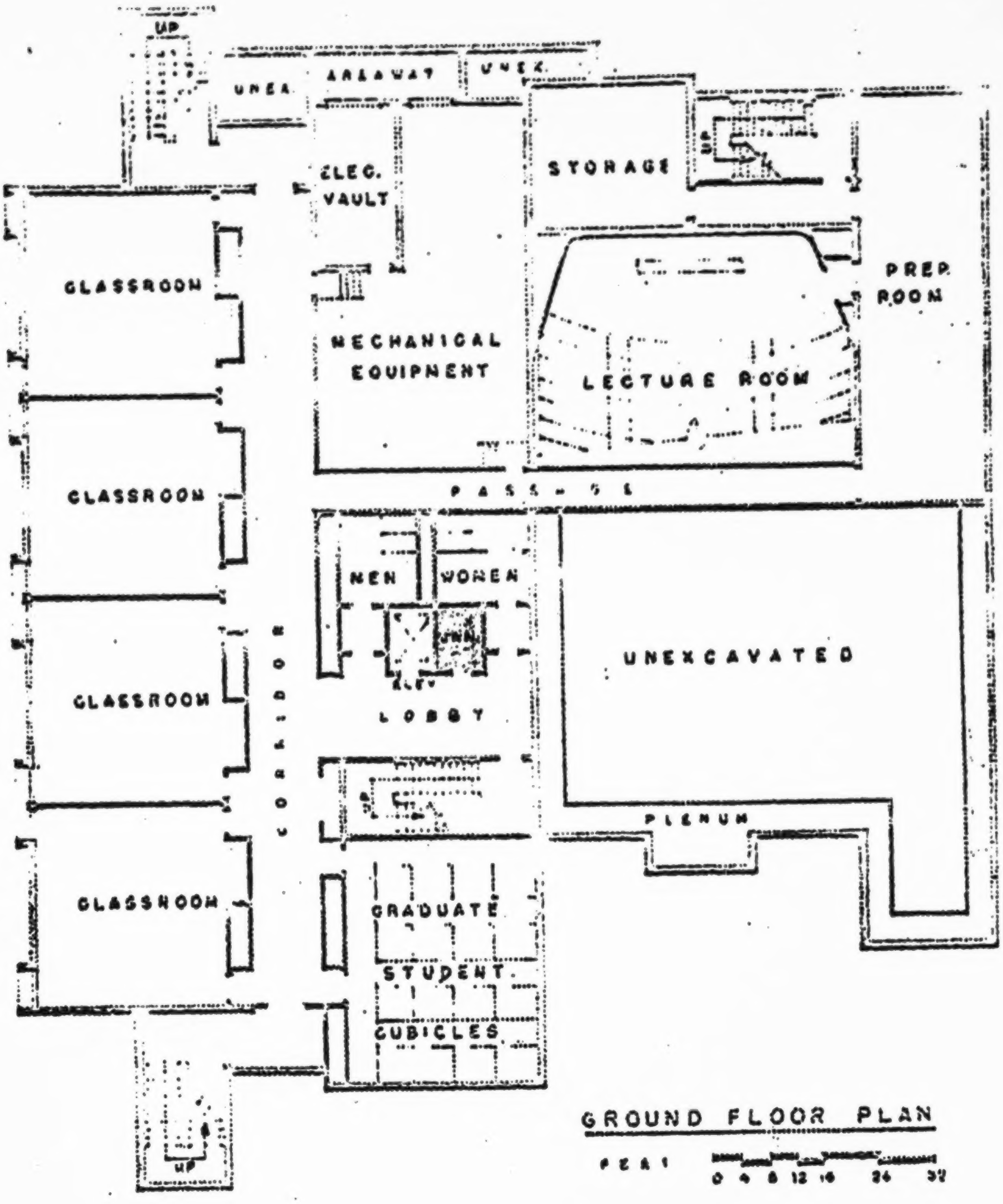
FIRST FLOOR PLAN

c. Description

Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and research shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

d. Limitations

Deductions should not be made for columns and projections necessary to the building, such as built-in cabinets, radiators, etc.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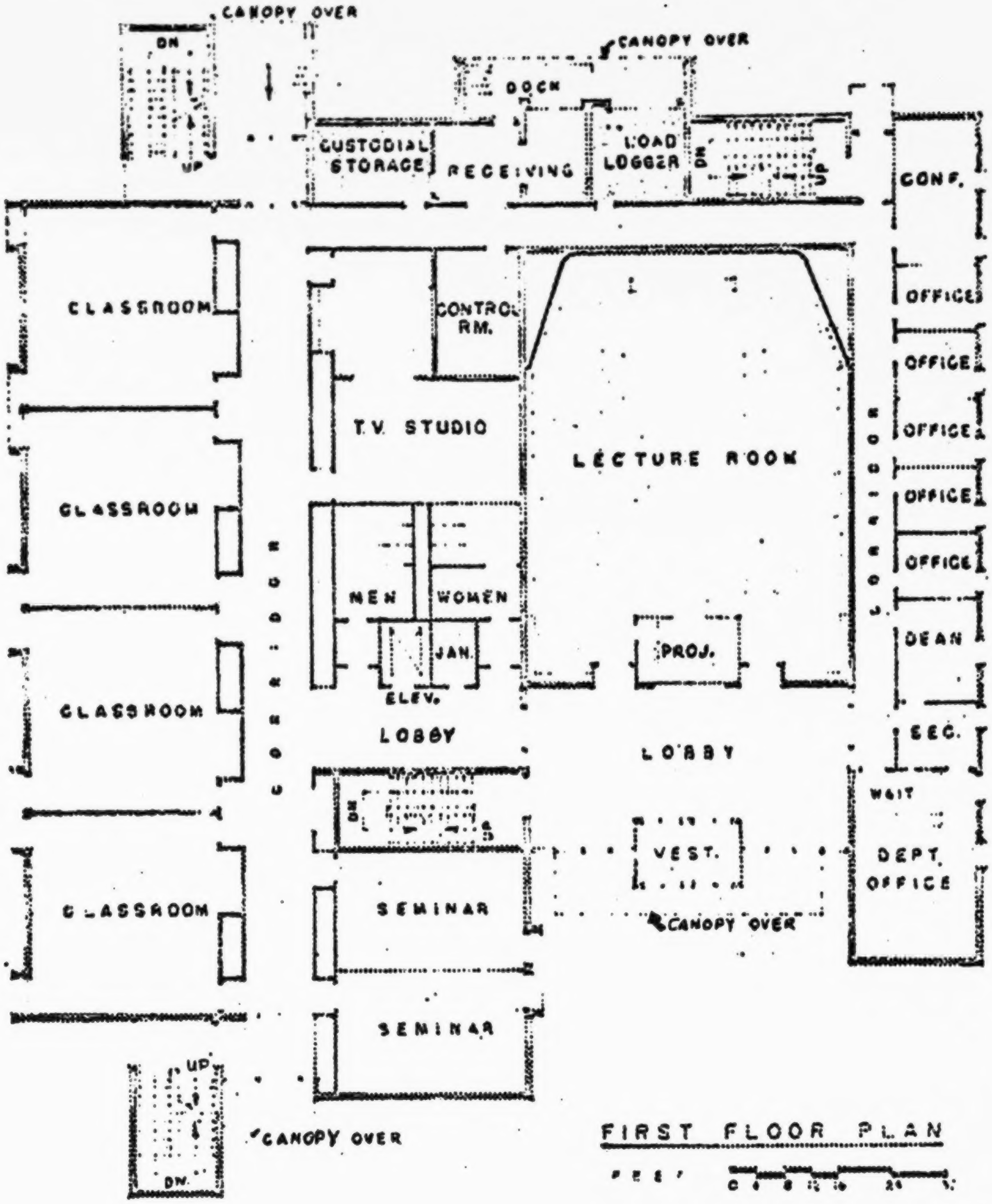
3. Custodial Area

a. Definition
"Custodial Area" should be construed to mean the sum of all areas on all floors of a building used for building protection, care maintenance, and operation.

b. Basis for Measurement
These areas should be measured from the inside surfaces of enclosing walls.

c. Description
Included should be such areas as guardrooms, shops, locker rooms, janitors' closets, maintenance storerooms.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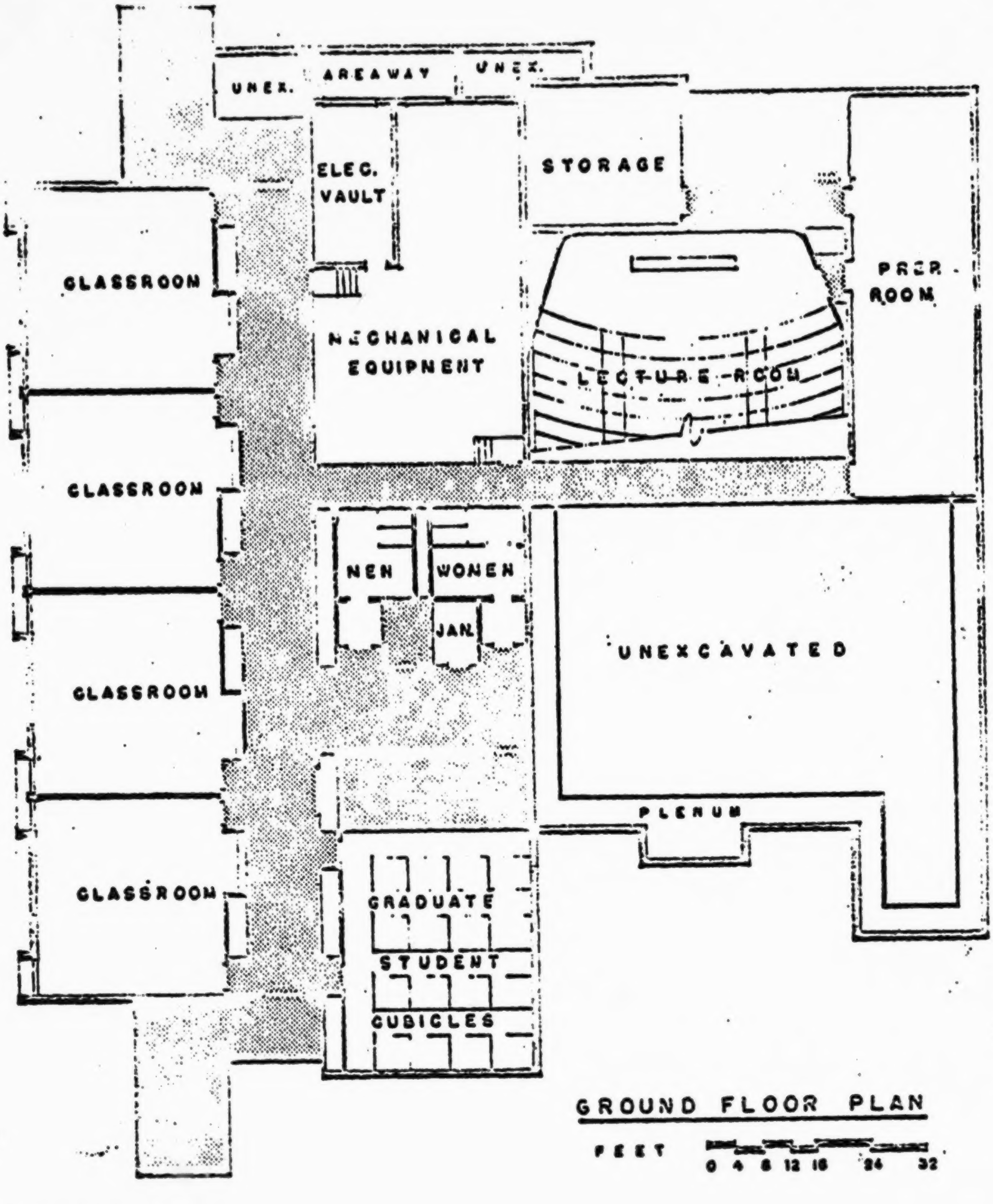
d. Limitations

Deductions should not be made for columns and projections necessary to the building.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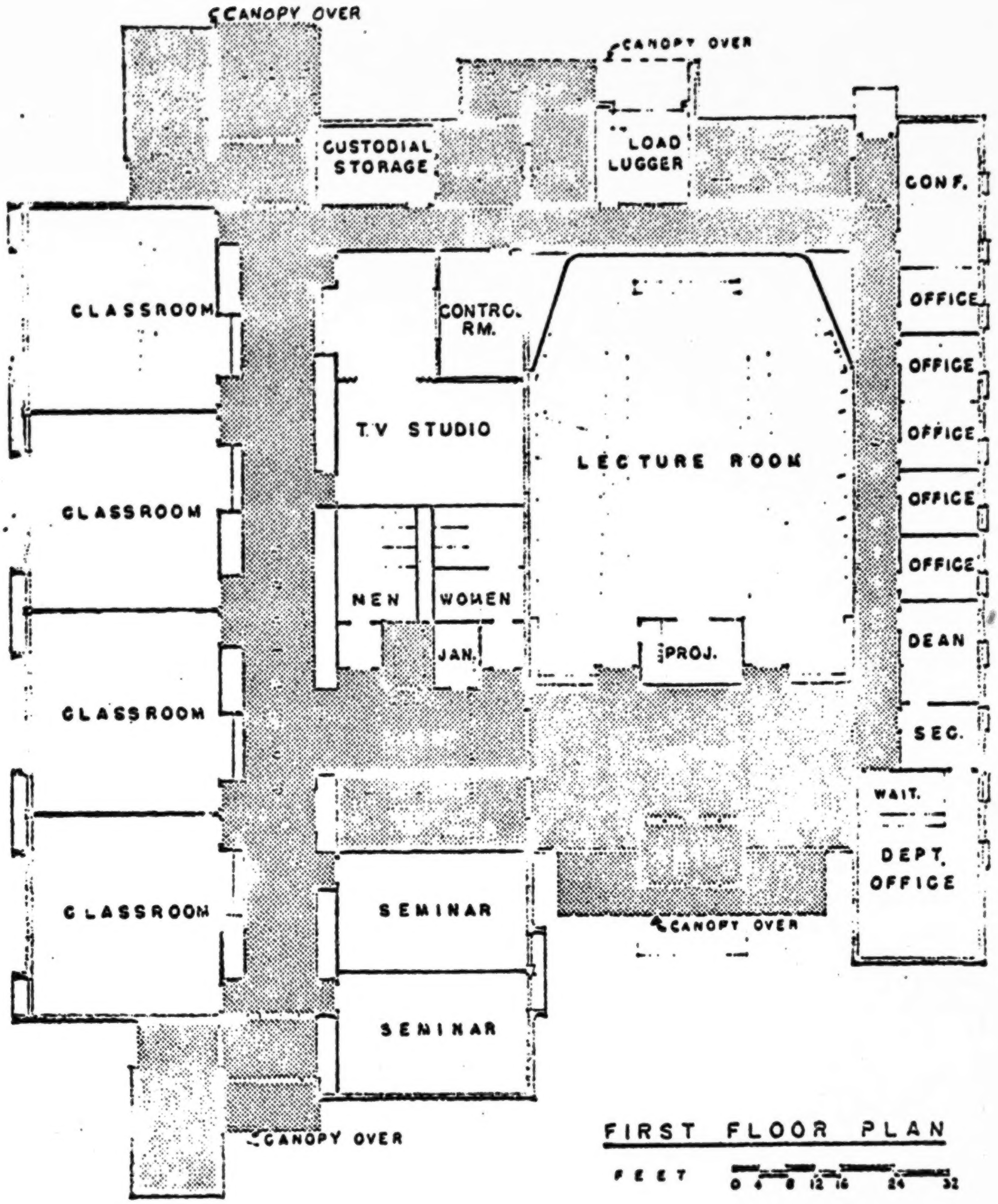
4. Circulation Area

a. Definition

"Circulation Area" should be construed to mean that portion of the gross area--whether or not enclosed by partitions--which is required for physical access to some subdivision of space.

b. Basis for Measurement

Circulation area should be computed by measuring from the inner faces of the walls or partitions which enclose horizontal spaces used for such purposes; or, when such spaces are not enclosed by walls or partitions, measurements should be taken from imaginary lines which conform as nearly as possible to the established circulation pattern of the building.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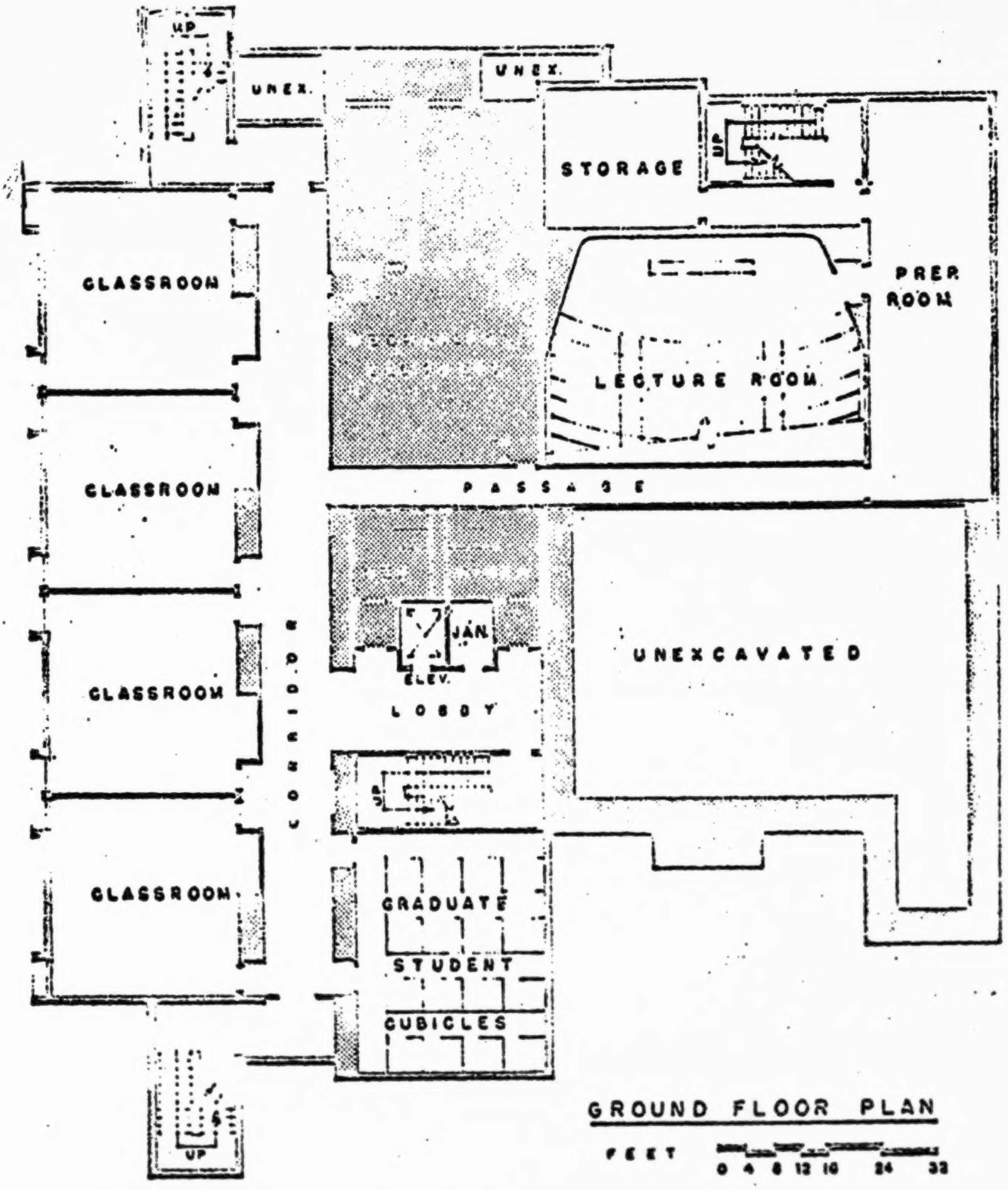
c. **Description**

Circulation areas should include, but not be limited to: corridors (access, public, service, also "phantom" for large unpartitioned areas); elevator shafts; escalators; fire towers or stairs; stairs and stair halls; loading platforms (except when required for operational reasons and, thus, includable in net assignable area); lobbies (elevator, entrance, public, also public vestibules); tunnels and bridges (not mechanical).

d. **Limitations**

When assuming corridor areas, only horizontal spaces required for general access should be included--not aisles which are normally used only for circulation within offices or other working areas. Deductions should not be made for columns and projections necessary to the building.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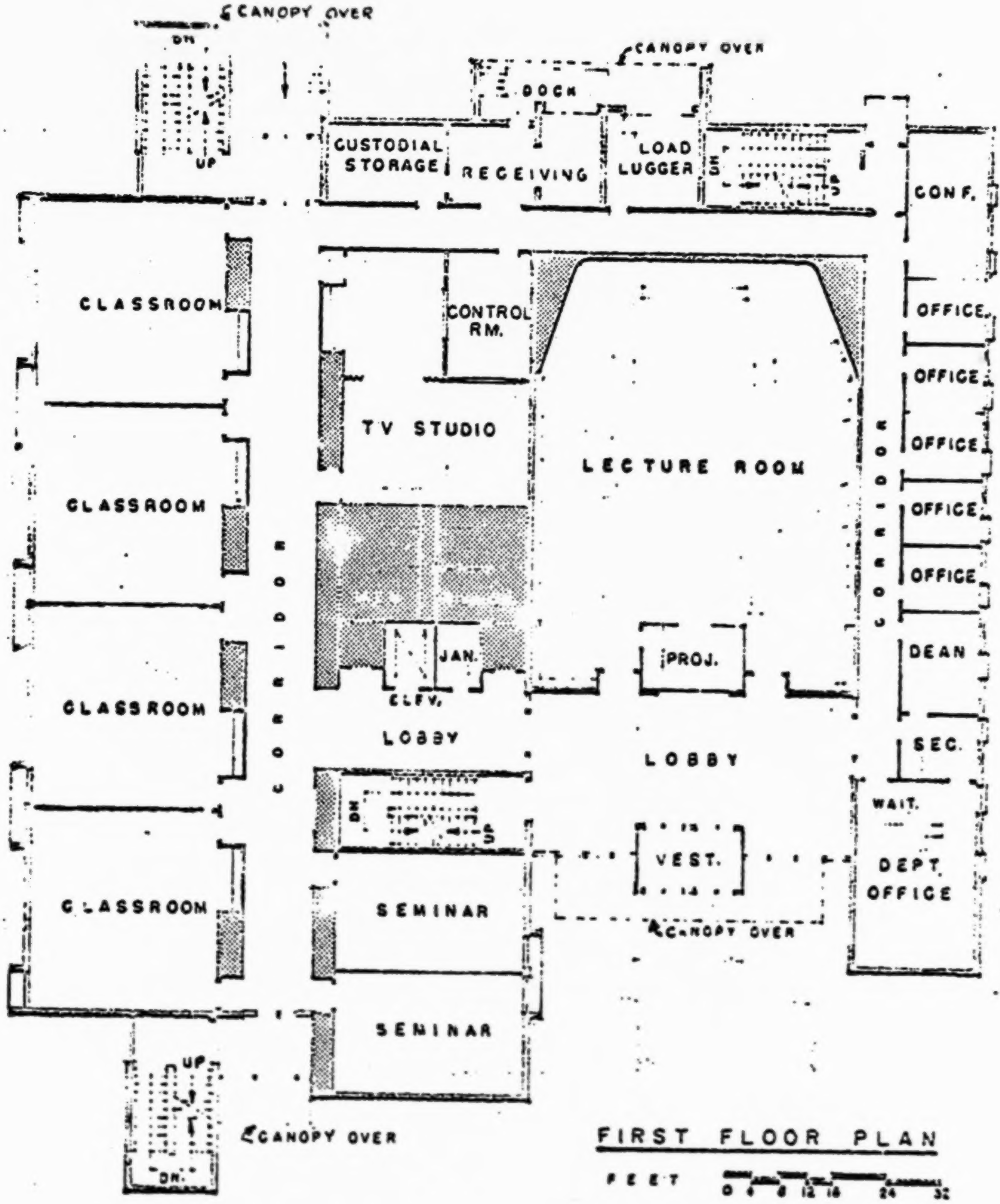
5. Mechanical Area

a. Definition
"Mechanical Area" should be construed to mean that portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

b. Basis for Measurement
Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas.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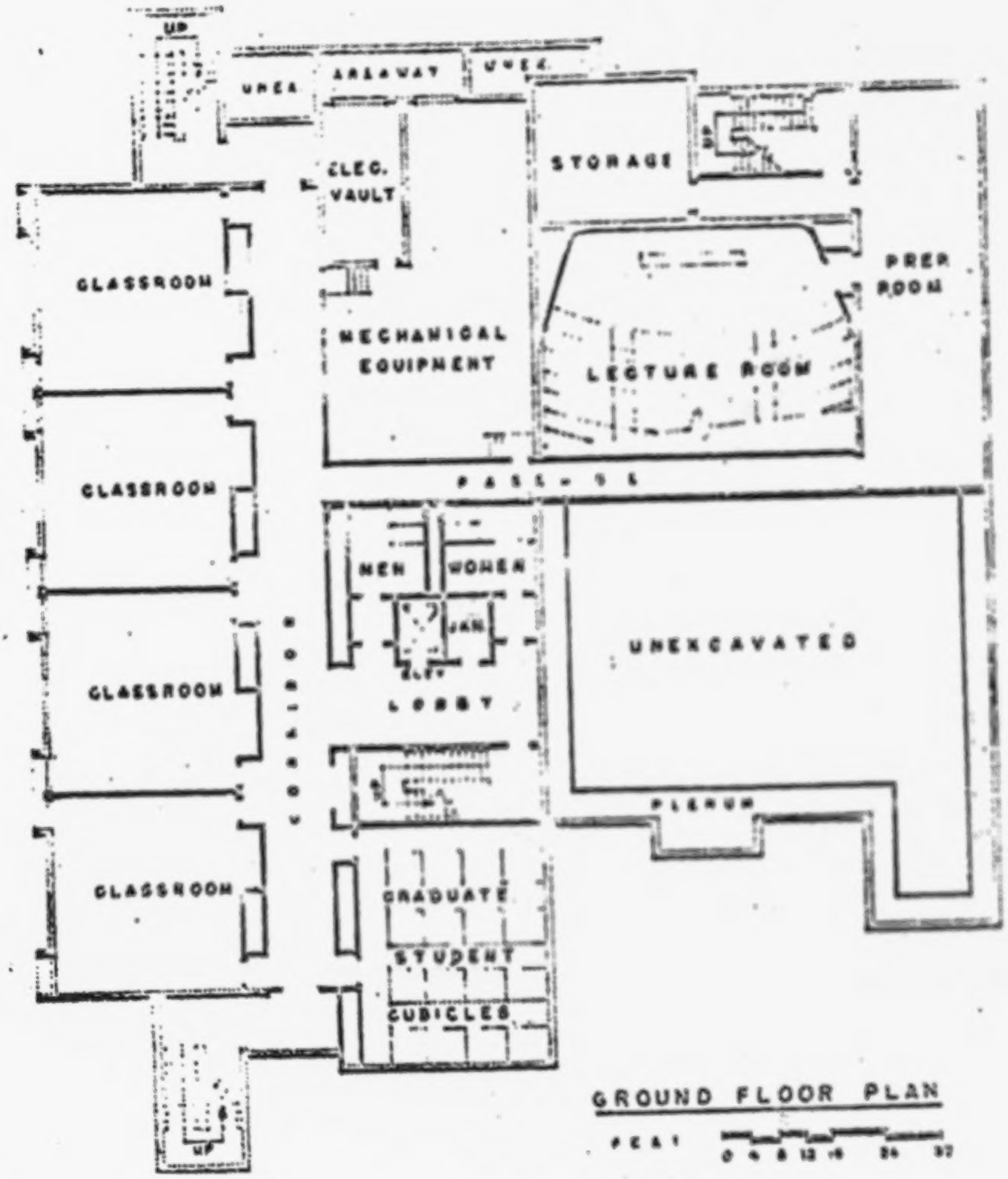
FIRST FLOOR PLAN

c. Description

Mechanical area should include, but not be limited to: Air-duct shafts; boiler rooms; fixed mechanical and electrical equipment rooms; fuel rooms; mechanical service shafts; meter and communications closets; service chutes; stacks; and non-private toilet rooms (custodial and public).

d. Limitations

Deductions should not be made for columns and projections necessary to the building.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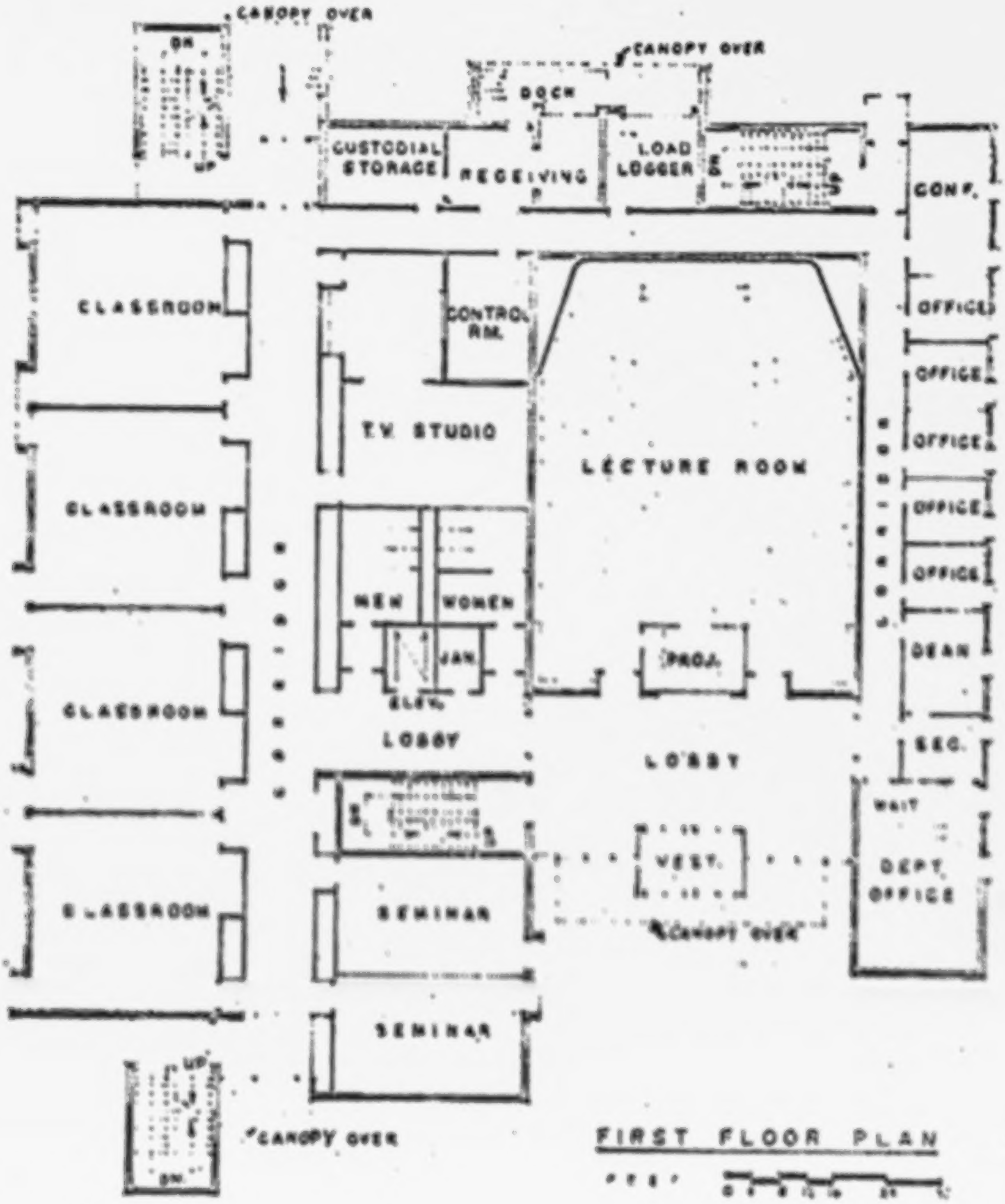
GROUND FLOOR PLAN

6. Construction Area

a. Definition
"Construction Area" should be construed to mean that portion of the gross area which cannot be put to use because of the presence of structural features of the building.

b. Basis for Measurement
Precise computation of construction area is not contemplated under these definitions--some construction features are included in the computation of other areas. However, total construction area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.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c. **Description**

Examples of areas normally classified as construction area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of the building.

d. **Computation of Construction Area**

Gross Area	34,578 square feet	100.0%
Assignable	15,596	45.1
Circulation	10,385	30.0
Custodial	577	1.7
Mechanical	4,186	12.0
Construction	3,834 square feet	11.2%